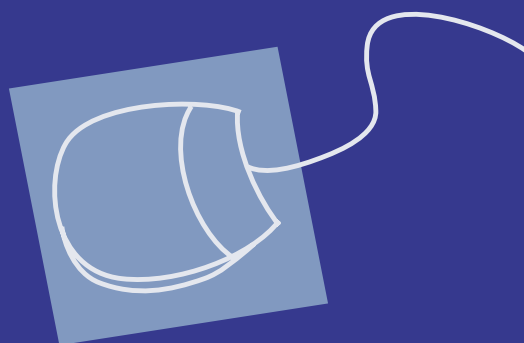


WebKIDS

User's Guide



Utah Statewide Immunization Information System



WebKIDS User's Guide



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Introduction

What is USIIS?

The Utah Statewide Immunization Information System (USIIS) is a confidential, computerized information system that contains immunization histories of Utah resident's.

USIIS is a statewide, public and private immunization registry that was created to help health-care providers with immunization information for patient care, including tracking, recall and reporting. Only authorized health-care providers, health insurers, schools, day care centers, and publicly funded programs such as Women, Infants, and Children (WIC) and Medicaid have access to USIIS.

What will the WebKIDS User's Manual teach me?

WebKIDS is a user-friendly database application within the USIIS program. Most of the application is self-explanatory and requires little instruction. However, there are a few aspects of the application that are unique and may require some further instruction. The following introduction and subsequent chapters will describe the general idea of the application along with examples of actual screen graphics and instructions.

About this Guide

Each chapter will provide an overview and instructions explaining certain sections of the application. Actual graphics taken from WebKIDS will help illustrate situations you may encounter.

***Note:** The graphics within this user's guide will help illustrate the accompanied written instructions. The text in the graphics is not to be copied or used for actual use. They are for instructional use only. If you are experiencing difficulty understanding or getting the database to function properly, please call our Technical Support HelpLine 801-538-3400 or 800-678-3440. (Contact information is located on the USIIS web site: www.usiis.org. Click on Technical Support located on the top, left of the screen.)*

The purpose of this guide is to help all users learn to use the WebKIDS database effectively and efficiently. To help ensure you don't miss important points, you may see the following:

***Note:** Notes contain additional information to help you perform the task being described, and will be identified in this format.*

***Tip:** Tips provide information about performing tasks or offer different options to perform tasks, and will be identified in this format.*

Some graphics will have circles, arrows or other distinguishing marks to call attention to certain areas of the program's screens.

Section 1: Terms You Should Know Before You Start:

The following terms will be used throughout this user's guide. It is suggested that you become familiar with each term, as they will be used in explaining sections of the application.

Button

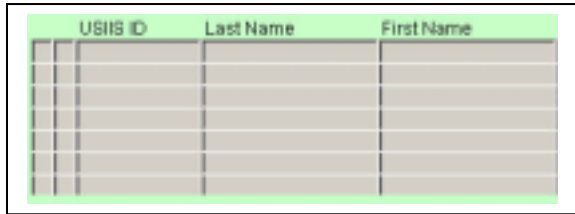
A button is usually a square box with a name that describes the function. For example, the Provider or USIIS Search buttons allow you to search for a particular patient.



Figure 1: Example of buttons

Cell

A unit formed by the intersection of a column and a row used to organize information. Information is summarized and accessed by locating and clicking in the cell with the appropriate information.

A screenshot of a table with three columns: 'USIIS ID', 'Last Name', and 'First Name'. The table has multiple rows, with the first row highlighted in green. The table is enclosed in a black border.

USIIS ID	Last Name	First Name

Figure 2: Example of cells

Dialog Box

A box that appears to present information or request input.



Figure 3: An example of a dialog box

Drop-Down Box

These fields have a little arrow beside them. Click on the arrow and a list of various options will appear. Click on the relevant choice and it will appear in the field.

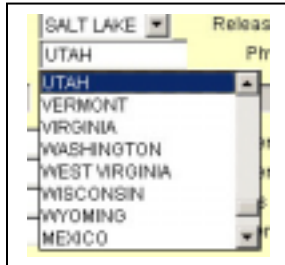


Figure 4: Example of a drop-down box

The “Dashboard”

Located at the top part of the screen where the content stays the same as you switch through each screen. You will notice that this is the patient identifying information. The “dashboard” will only change to accommodate different buttons for different screens; otherwise, it will look the same throughout the program. You cannot edit information on the “dashboard.”




Figure 5: The “Dashboard” Screen

Optional and Required Fields

In database management systems, a field can be required or optional. A required field is one in which you must enter data, while an optional field is one you may leave blank. Required fields are identified by red text.



Figure 6: Optional and required fields

Patient ID

A unique identification number assigned to a patient by the patient’s clinic. This number is only used to identify a patient within a single clinic’s patient population. An individual will likely have a different Patient ID for each clinic at which he/she received immunization(s).



Figure 7: Patient ID field

Radio Button

A radio button is a “round” check box.

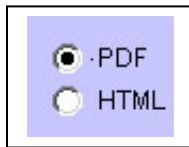


Figure 8: Example of a radio button

Screen

Each screen performs several different functions. See each chapter for a graphic of the featured screen.

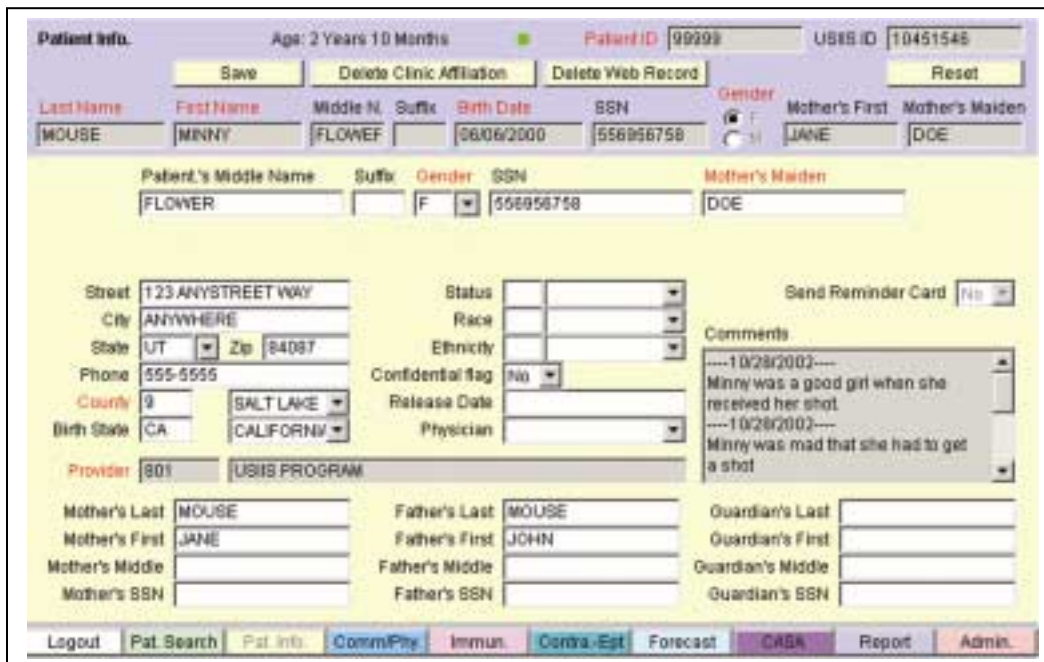


Figure 9: An example of a WebKIDS screen

Screen Tabs

The small color-coded sections at the bottom of each screen identify a particular screen. Tabs are an easy way to see all the available options.



Figure 10: Example of the screen tabs

USIIS ID

A unique identification number assigned to each patient by the USIIS database. This number identifies a patient's record in the main database accessed by authorized providers in Utah. An individual should never have more than one USIIS ID.



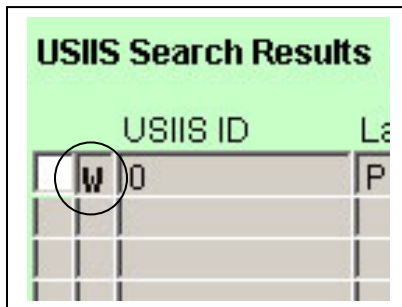
Figure 11: USIIS ID field

Section 2: Database Records

When entries are made into the WebKIDS application, they first are saved into a temporary Web Record. At the end of the day, those entries are saved into the permanent USIIS database. When the same patient has been entered twice with similar but different name(s), an Alias Record is created in the USIIS database.

Web Record

The Web Record is a temporary record for recent data or new saves for a patient. This is marked with a “W.” The Web Record is loaded into the central database daily and later will be merged with the Central Record.

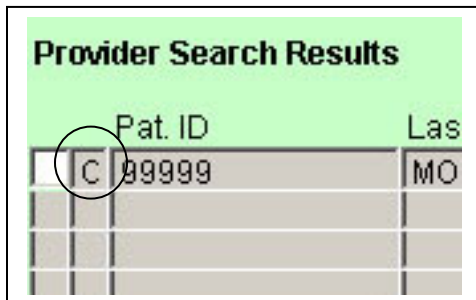


USIIS Search Results	
USIIS ID	Last Name
W	P

Figure 12: Web Record identification

Central Record

The Central Record is a record that has been previously saved in the USIIS database. This is marked with a “C.”

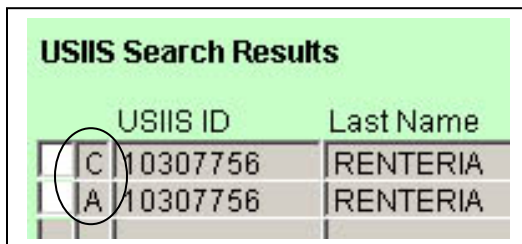


Provider Search Results	
Pat. ID	Last Name
C 99999	MO

Figure 13: Central database identification

Alias Record

When the same patient has been entered twice with similar but different name(s), an Alias Record is created in the USIIS database. This is marked with an “A.” Both the Alias Record and the Central Record will have the same vaccination information for that particular child.



USIIS Search Results	
USIIS ID	Last Name
C 10307756	RENTERIA
A 10307756	RENTERIA

Figure 14: An example of an alias identification

Section 3: Avoiding Duplicate Records

In order to avoid duplication of patient records it is highly recommended that you review the following WebKIDS data entry procedures:

- Please search for a patient using the name as it would appear on the birth certificate. This will help avoid entering duplicate patient records.
- If you are entering a patient into WebKIDS for the first time, please use the full legal name (as it would appear on the birth certificate).
- Please enter all known information, especially the patient's address and phone number. This helps identify patient records when we get them from different providers.
- If the patient does not have a middle name, please leave blank.
- Please enter the mother's maiden name accurately. If it is absolutely impossible to find out what the mother's maiden name is, please enter "unknown" in the Mother's Maiden name field.
- If the mother's maiden name is the same as the mother's last name, please enter the last name in the mother's maiden name field.
- Please make sure your patients have unique patient ID's for your clinic.
- If you find duplicate records in USIIS for the same patient, please let us know and call the USIIS HelpLine: 801-538-3440 or 1-800-678-3440.

Section 4: Computer Requirements

Make sure your computer has the minimum PC specifications:

- Pentium processor
- Microsoft Windows 98 or higher
- 128 MB of RAM
- Adobe Acrobat 5.0 or higher
- Java Runtime
- Internet Explorer 5.0 or higher with access to the Internet

If you have any questions, please call USIIS HelpLine: 801-538-3440 or 1-800-678-3440.



Chapter One: Getting Started

Overview

In this chapter you will learn how to locate WebKIDS on the Internet, login to WebKIDS and see what the application looks like.

Welcome to WebKIDS!!

Section 1: How to get to WebKIDS

You must have an Internet connection to access WebKIDS.

To locate WebKIDS:

1. Open your web browser, type in **www.usiis.org** in the address bar and press the **Enter** key.
2. When the web site appears, click on the **WebKIDS** icon (see Figure 15). The WebKIDS Login screen will appear.



Figure 15: The USIIS web site and starting point to access WebKIDS

Section 3: Logging onto USIIS

To protect the security of immunization data, you are required to enter a provider ID, logon ID and a password before you can access WebKIDS. The USIIS program will provide you with this information.

To login to WebKIDS:

1. Enter the provider ID in the **Provider** field. If you don't know your provider ID, you can find the name in the drop-down box next to the provider field.

Note: Use the mouse or Tab key to move through the fields.

2. Enter your user **Logon ID** (this is a case sensitive field).
3. Enter your **Password** (this is a case sensitive field).
4. Click on the **Login** button or press the **Enter** key.
 - If your log in was successful, the Patient Search screen will appear.
See Chapter 2: The Patient Search Screen.
 - If you have incorrectly logged in, reset the fields by clicking the **Reset** button and retry the login process. If you continue to have problems, contact USIIS HelpLine at 801-538-3440 or 1-800-678-3440.

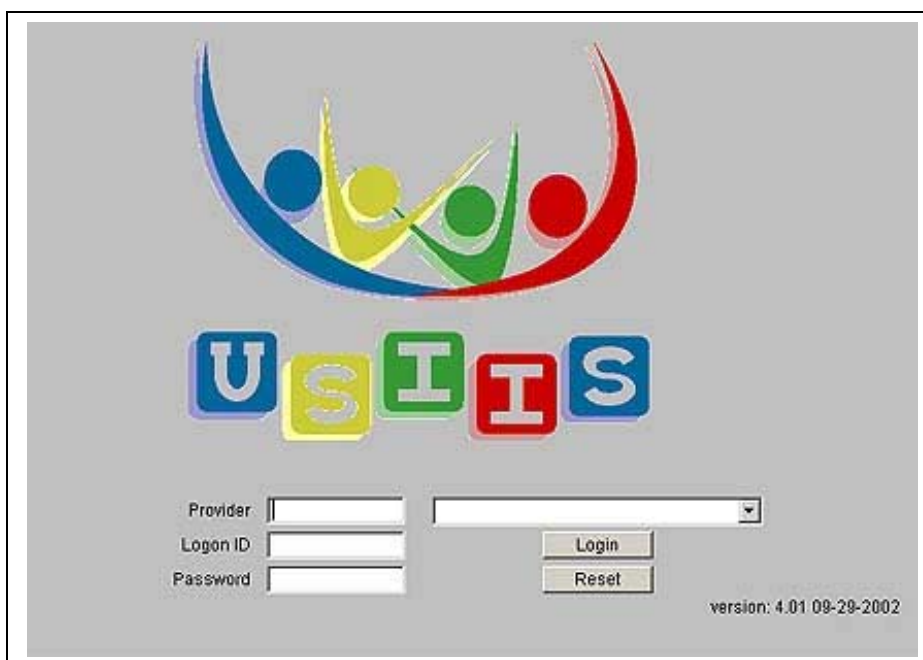


Figure 16: The Login Screen

Section 4: What does WebKIDS look like?

Though each screen has a different function, they are designed to have a few features that are consistent throughout the program. After you login to WebKIDS, you will see the Patient Search screen appear. Each screen has a color-coded tab at the bottom of the screen. After a successful patient search or addition of a new patient, the tabs will become highlighted. When you click on a tab the corresponding screen will appear in the color of the tab. For example, a green tab would have a green screen.

How to navigate within WebKIDS

1. With the mouse, click in the field or use the **Tab** key to move to any field. (The **Enter** key does not move the cursor.)

Note: After you enter the patient information, the buttons that are highlighted in black text are now ready to use. After a tab is clicked on, the screen will appear and the tab will become grayed-out. See Figure 17.

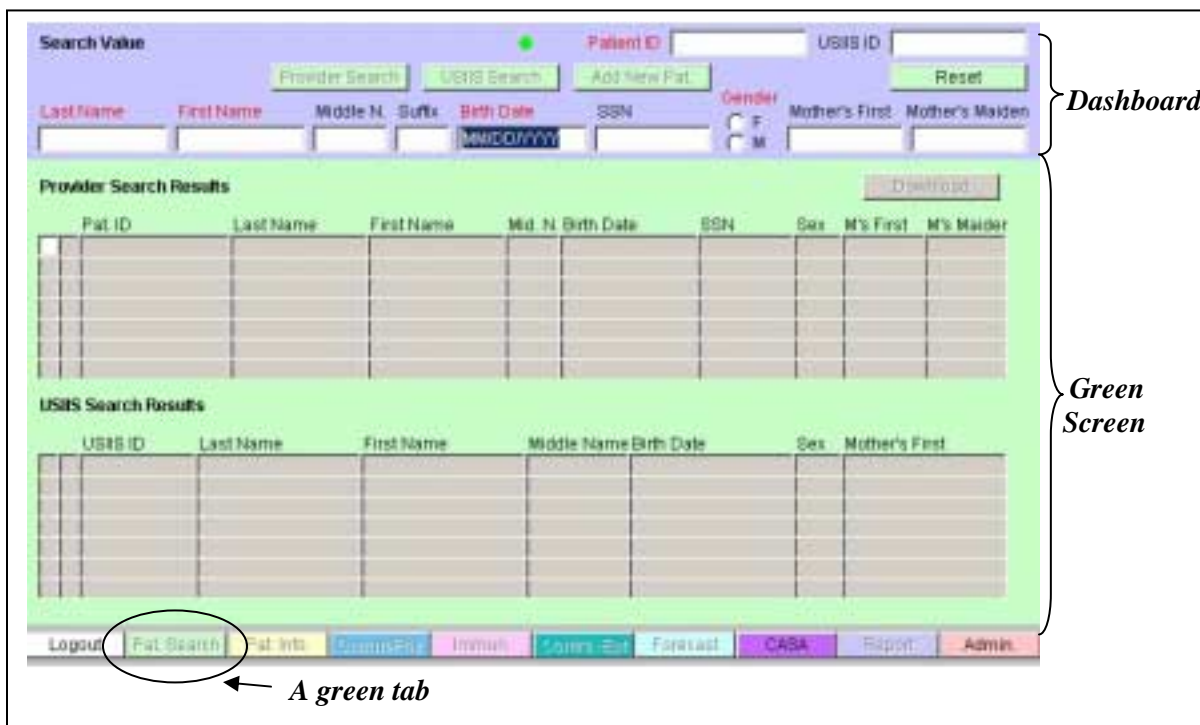


Figure 17: A screen shot of the first screen after you successfully log in

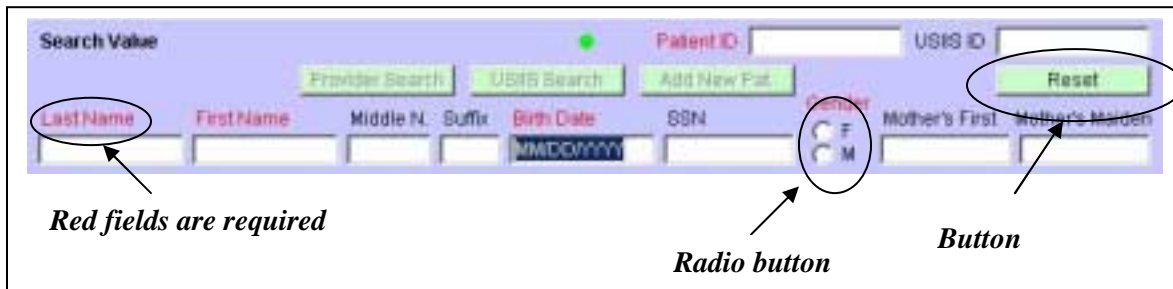


Figure 18: Example of the “dashboard”

Chapter Two: The Patient Search Screen

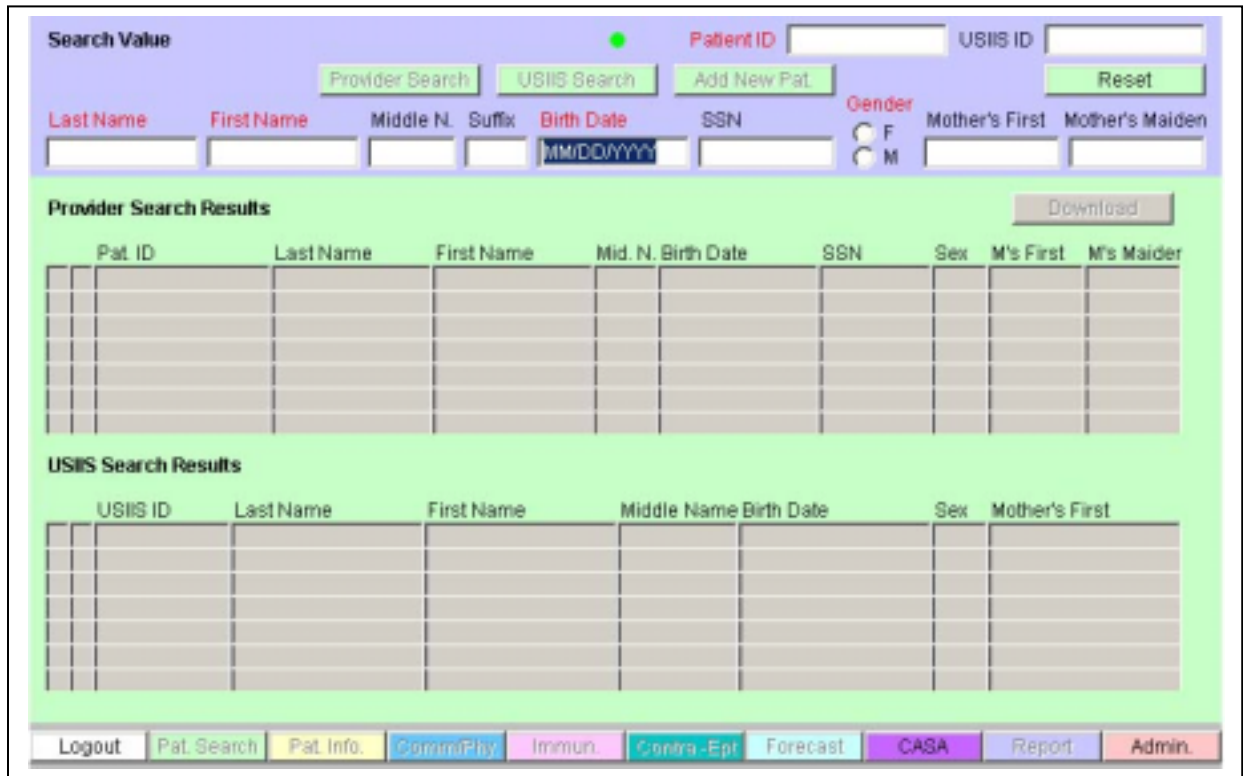
Overview

The Patient Search screen has four functions, they are:

1. Patient ID Search
2. Provider Search
3. USIIS Search
4. Adding a New Patient

The Patient Search screen searches for patients previously entered into the USIIS database in addition to creating entries for new patients. The Patient ID and Provider searches are used to look-up patients entered into the database by a specific clinic. The USIIS search is used to look up patients who may have been entered by another clinic. A new patient may be added only after a USIIS search has been attempted and not found.

All of these functions are explained in detail in this chapter.



The screenshot displays the Patient Search interface. At the top, there's a 'Search Value' section with a green status indicator and a red 'Patient ID' label. Below this are input fields for 'Patient ID' and 'USIIS ID', and a 'Reset' button. Search filters include 'Provider Search', 'USIIS Search', and 'Add New Pat.'. The main search area contains fields for 'Last Name', 'First Name', 'Middle N.', 'Suffix', 'Birth Date' (with a date picker), 'SSN', 'Gender' (radio buttons for F and M), 'Mother's First', and 'Mother's Maiden'. Below the search area are two result tables. The 'Provider Search Results' table has columns: Pat. ID, Last Name, First Name, Mid. N., Birth Date, SSN, Sex, M's First, and M's Maiden. The 'USIIS Search Results' table has columns: USIIS ID, Last Name, First Name, Middle Name, Birth Date, Sex, and Mother's First. A 'Download' button is located above the Provider Search Results table. At the bottom, a navigation bar includes buttons for 'Logout', 'Pat. Search', 'Pat. Info.', 'CommPhy', 'Immun.', 'Contra-Ept', 'Forecast', 'CASA', 'Report', and 'Admin.'.

Figure 19: The Patient Search screen

Section 1: Patient ID Search

The Patient ID search allows you to search for a patient within your clinic by using a patient's ID number.

To perform a Patient ID search:

1. Enter the patient's ID number in the red **Patient ID** field; this field is case sensitive. With the cursor in the field, press the **Enter** key.
2. The Patient Information screen will automatically appear with the patient's information. Please check the patient information to make sure the patient you intended to locate is the one on the screen.

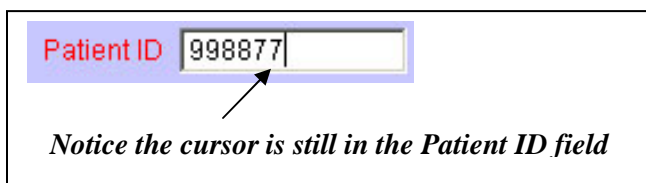


Figure 20: The Patient ID field

3. Please see *Chapter Three: The Patient Information Screen*.

Section 2: Provider Search

The Patient Search allows you to search for a patient within your clinic by using the last and/or first names of a patient.

To perform a Provider Search:

1. Type the patient's **Last Name** and/or **First Name** in the correct field(s).

***Tip:** For individual clinic searches it is possible to use “%” for wildcard searches. For example, if you are unsure if patient's last name is Johnson or Johnsen, you can type in “JOHNS%” and get a list of all matching clinic records with a last name that begins with JOHNS. The % wildcard may be used in any part of the name.*



Figure 21: Search Value entry fields

2. After you have entered the patient's name, click on the **Provider Search** button. The patient's name will appear in the Provider Search Results section. If the patient's record is not found, go to: *Section 3: USIS Search*.

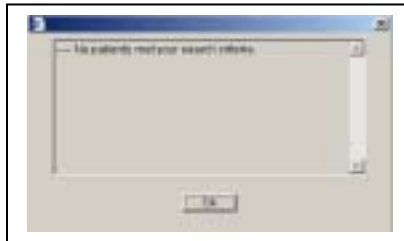
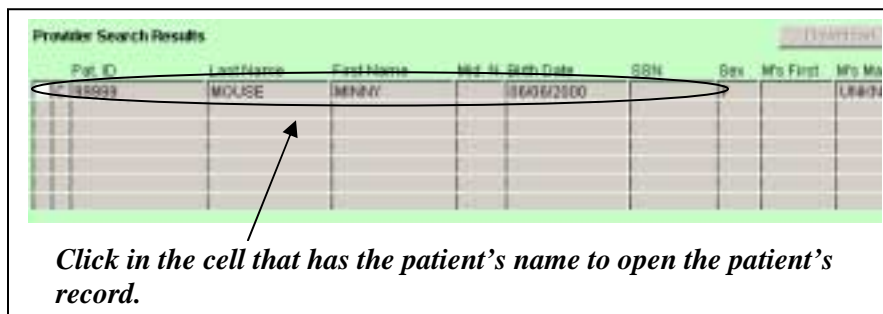


Figure 22: If the patient is not found in the Provider Search, this dialog box will appear

3. Click in the cell, that has the correct name, to open the patient's record. The yellow **Patient Information** screen will appear.



Patient ID	Last Name	First Name	Middle Initial	Birth Date	SSN	Sex	Mother's First	Mother's Maiden
135593	MOUSE	MURRAY		06/06/2000				UNKN

Click in the cell that has the patient's name to open the patient's record.

Figure 23: Click on the patient's name to access the Patient Information Screen

Section 3: USIIS Search

After you have completed a Provider Search and have not located the particular patient you were searching for, the USIIS search may be used. A USIIS search looks for patient information that was previously entered into the USIIS database. If you know a patient has never been to your clinic, you will need to do a USIIS search first.

Note: The USIIS search looks for an exact match of the patient's Last name, First name and the Birth Date as it appears on the birth certificate.

To perform a USIIS Search:

1. Enter only the **Last Name**, **First Name** and **Birth Date** fields, as they appear on the patient's birth certificate, and press the **Tab** key or click in another field (this will activate the USIIS Search button). Once the **USIIS Search** button is highlighted (activated), click on it to start the search.

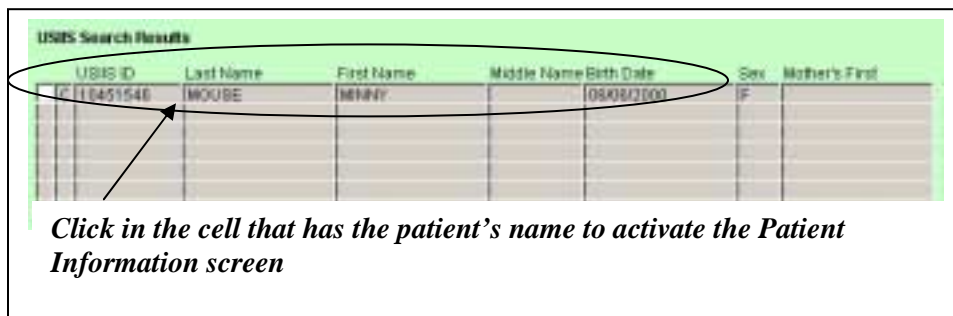
Note: The "Birth Date" format can be entered as mmddyyyy or mmddyy. As a shortcut, WebKIDS automatically inserts the slashes after the date has been entered.



Figure 24: Patient Search fields

2. If the patient's record is found, click in the cell of the patient's name to open the record. The yellow Patient Information Screen will appear.

Note: If the patient information is not in the USIIS database and the dialog box in Figure 26 appears, the patient may be added to the database. Please see Section 4: Adding a New Patient.



Click in the cell that has the patient's name to activate the Patient Information screen

Figure 25: USIIS Search Results

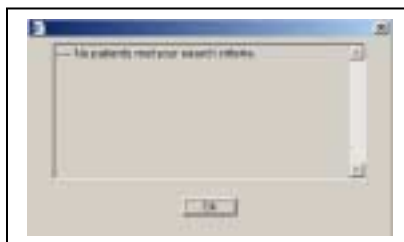


Figure 26: If the patient is not found in either search, this box will appear

Section 4: Adding a New Patient

If a Provider Search and USIIS Search are both unsuccessful, you may add the patient as a New Patient. When entering a new patient record, note that the information you used to search for this patient is already displayed: Last Name, First Name, and Date of Birth.

To add a New Patient:

1. After an unsuccessful USIIS Search, check to ensure the patient information that was entered is correct. If it is correct, click on the **Add New Pat.** button.
2. Click **Ok** and the **Patient Information** screen will automatically appear with the patient information you entered in the Search Value section.

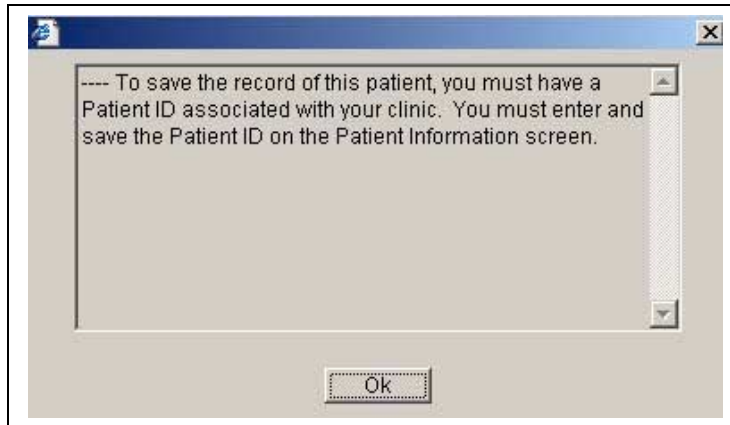


Figure 27: The dialog box that prompts the entering of the Patient ID number.

3. Assign and enter a **Patient ID** number (this is a unique number that identifies only this particular patient). See *Chapter Three: The Patient Information Screen* for more detailed instructions about the Patient Information Screen.
4. Before you can save the record enter the **Mother's Maiden** name (type "UNKNOWN" only if mother's maiden name is absolutely not known). In addition, enter all the information you have for this patient, especially the gender, address and mother's and father's names. It is recommended to enter as much information as you can when creating a new patient entry. Having a more complete record will decrease the likelihood of duplicate patients in the database.



Figure 28: Entering the required Patient ID and Mother's maiden name

5. Click on the **Save** button to activate and save this new patient entry.

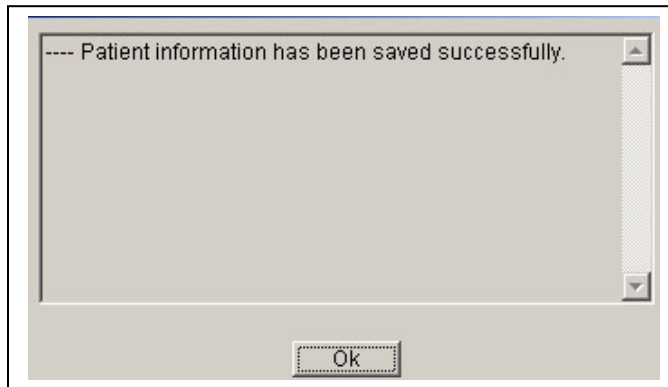


Figure 29: New Patient saved successfully

6. After the patient's information has been saved you may view and add information in any of the activated tabs and corresponding screens.

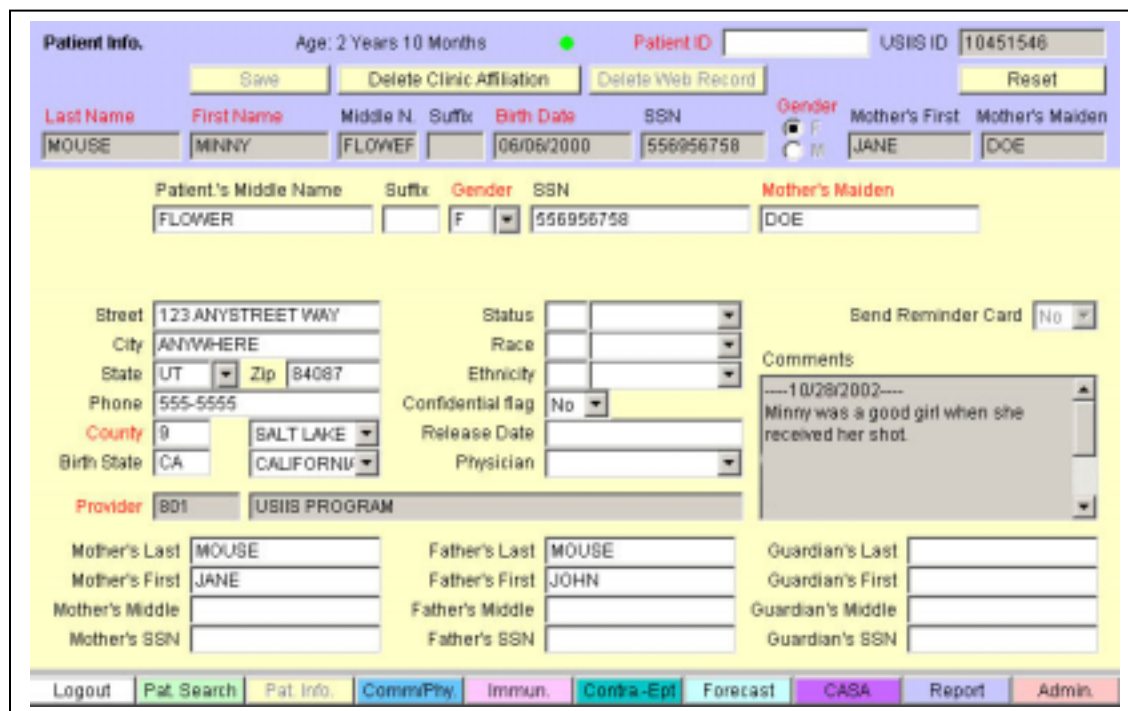
Chapter Three: The Patient Information Screen

Overview

The Patient Information Screen is used for entering and viewing patient information. Most fields are self-explanatory and should be completed as much as possible. (The fields that are highlighted in red are required and must be completed before the patient's information can be saved.) It is important to complete as many fields as possible to create a detailed record.

The Patient Information Screen has these main functions:

1. Entering, Editing and Saving Patient Information
2. Deleting a patient's Clinic and Web Affiliation



The screenshot shows the Patient Information Screen with the following fields and controls:

- Top Bar:** Patient Info, Age: 2 Years 10 Months, Patient ID (empty), USIS ID: 10451546. Buttons: Save, Delete Clinic Affiliation, Delete Web Record, Reset.
- Form Fields:**
 - Red (Required):** Last Name (MOUSE), First Name (MINNY), Middle N. (FLOWER), Birth Date (06/06/2000), SSN (556956758), Gender (F), Mother's First (JANE), Mother's Maiden (DOE).
 - Other:** Patient's Middle Name (FLOWER), Suffix (empty), Gender (F), SSN (556956758), Mother's Maiden (DOE).
 - Address:** Street (123 ANYSTREET WAY), City (ANYWHERE), State (UT), Zip (84087), Phone (555-5555), County (SALT LAKE), Birth State (CALIFORNIA).
 - Other Info:** Status (empty), Race (empty), Ethnicity (empty), Confidential flag (No), Release Date (empty), Physician (empty), Send Reminder Card (No).
 - Comments:** Text area with "10/28/2002" and "Minny was a good girl when she received her shot."
 - Provider:** 801, USIS PROGRAM.
 - Family Info:** Mother's Last (MOUSE), Mother's First (JANE), Mother's Middle (empty), Mother's SSN (empty), Father's Last (MOUSE), Father's First (JOHN), Father's Middle (empty), Father's SSN (empty), Guardian's Last (empty), Guardian's First (empty), Guardian's Middle (empty), Guardian's SSN (empty).
- Bottom Bar:** Logout, Pat Search, Pat. Info., Comm/Phy., Immun., Contra-Ept, Forecast, CASA, Report, Admin.

Figure 30: Patient Information Screen

Section 1: Entering, Editing and Saving Patient Information

Accurate patient records provide clinics with up-to-date immunization histories and important family information; this is especially important to identify patients.

Entering the Patient ID

A patient's ID number *must* be issued before the patient records can be saved.

To enter the Patient ID number:

1. Assign and enter a patient ID number (this is a unique number that identifies only this particular patient) in the **Patient ID** field.

Note: Use the Tab key or the mouse to move between fields.



The screenshot shows a form with two input fields. The first field is labeled 'Patient ID' in red text and contains the value '99999'. The second field is labeled 'USIIS ID' and contains the value '10451546'. Below the first field is a button labeled 'Delete Web Record'. Below the second field is a button labeled 'Reset'.

Figure 31: Patient ID field

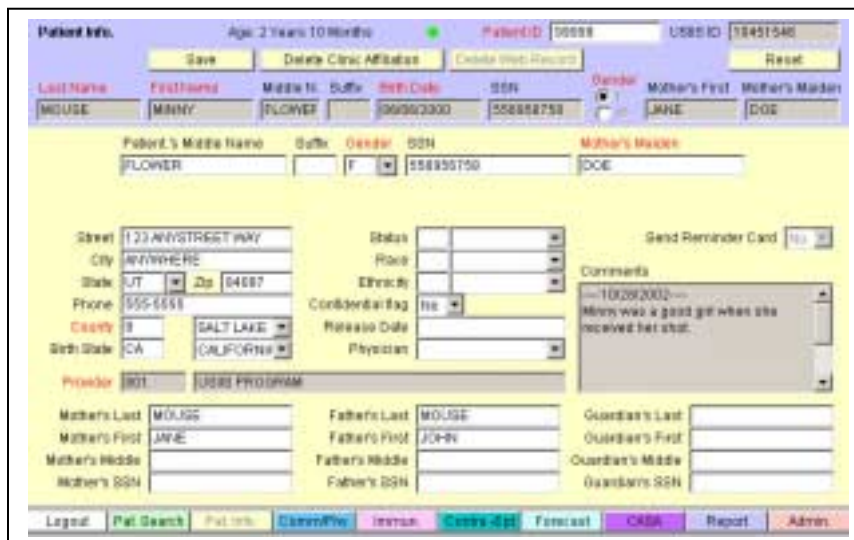
2. Click on the **Save** button to activate and save this entry.

Entering and Editing Patient Information

In the Patient Information screen, existing patient information may be updated and new patient information may be entered and saved. Each time a record is saved, it is placed in the temporary Web Record and is updated at the end of the business day. The Web Record is loaded into the Central Database and becomes permanent. If a mistake has occurred in any of patient's record, the best time to delete and correct the issue is when the information is saved as a temporary Web Record. Please check all entries before saving to ensure the patient information is correct.

To save changes and/or additions:

1. After entering in new and/or updated information, (you will need to include the mother's maiden name or type in "UNKNOWN" if the name is not known) click on the **Save** button to save the changes.



The screenshot shows the 'Patient Info.' screen. At the top, there are fields for 'Age: 2 Years 10 Months', 'Patient ID: 99999', and 'USIIS ID: 10451546'. Below these are buttons for 'Save', 'Delete Clinic Affiliates', 'Delete Web Record', and 'Reset'. The form is divided into several sections. The first section contains fields for 'Last Name' (MOUSE), 'First Name' (MINNY), 'Middle Name' (FLOWER), 'DOB' (06/06/2000), 'SSN' (55555750), 'Gender' (F), 'Mother's First' (JANE), and 'Mother's Maiden' (DOE). The second section contains fields for 'Patient's Middle Name' (FLOWER), 'DOB' (F), 'SSN' (55555750), and 'Mother's Maiden' (DOE). The third section contains fields for 'Street' (123 ANY STREET HWY), 'City' (ANYWHERE), 'State' (UT), 'Zip' (84007), 'Phone' (555-5555), 'County' (SALT LAKE), 'Birth State' (CA), 'CALIFORNIA', 'Status' (), 'Race' (), 'Ethnicity' (), 'Confidentiality' (), 'Release Date' (), 'Physician' (), 'Send Reminder Card' (No), and 'Comments' (---10/29/2002--- Minny was a good girl when she received her shot). The fourth section contains fields for 'Provider' (BOT), 'USIIS PROGRAM', 'Mother's Last' (MOUSE), 'Mother's First' (JANE), 'Mother's Middle' (), 'Mother's SSN' (), 'Father's Last' (MOUSE), 'Father's First' (JOHN), 'Father's Middle' (), 'Father's SSN' (), 'Guardian's Last' (), 'Guardian's First' (), 'Guardian's Middle' (), and 'Guardian's SSN' (). At the bottom, there are buttons for 'Logout', 'Pat Search', 'Pat Info', 'Current Pts', 'Immun', 'Consent', 'Forecast', 'CASA', 'Report', and 'Admin'.

Figure 32: The Patient Information screen

Section 2: Deleting a Patient's Clinic and Web Affiliation

Deleting Clinic Affiliation

If a patient is no longer a patient at your clinic, you may remove their record from your clinic's active records. This may be advantageous if you do not want this patient counted in your immunization rates.

To edit a patient's Clinic Affiliation:

1. Click on the **Delete Clinic Affiliation** button in the upper part of the screen. The patient's information will remain in the USIIS database, however, you will not be able to find the patient using a Provider or Patient ID search.
2. Figure 33 will appear. Click **Ok** and the Patient Search screen will appear.

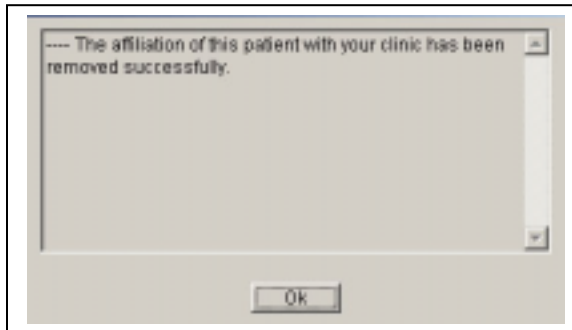


Figure 33: Dialog box that appears if the deletion has been successful

Deleting a Web Record

If there are multiple mistakes on a patient's record that has been recently created and saved, you may want to delete the web record and start over. This may be done only if the record was created and saved in the same business day. This will delete all patient or immunization information you have just edited and/or saved.

***Note:** Web Records only last for the day it was created. The database is updated nightly and all Web Records become a part of the Central Records.*

To delete a patient's web record:

1. Click on the **Delete Web Record** button in the upper part of the screen. The dialog box in Figure 34 will appear and the Patient Search screen will appear.

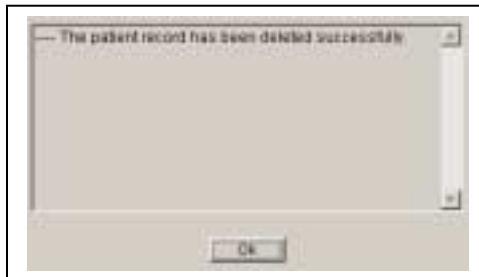


Figure 34: Dialog box that appears if the deletion has been successful

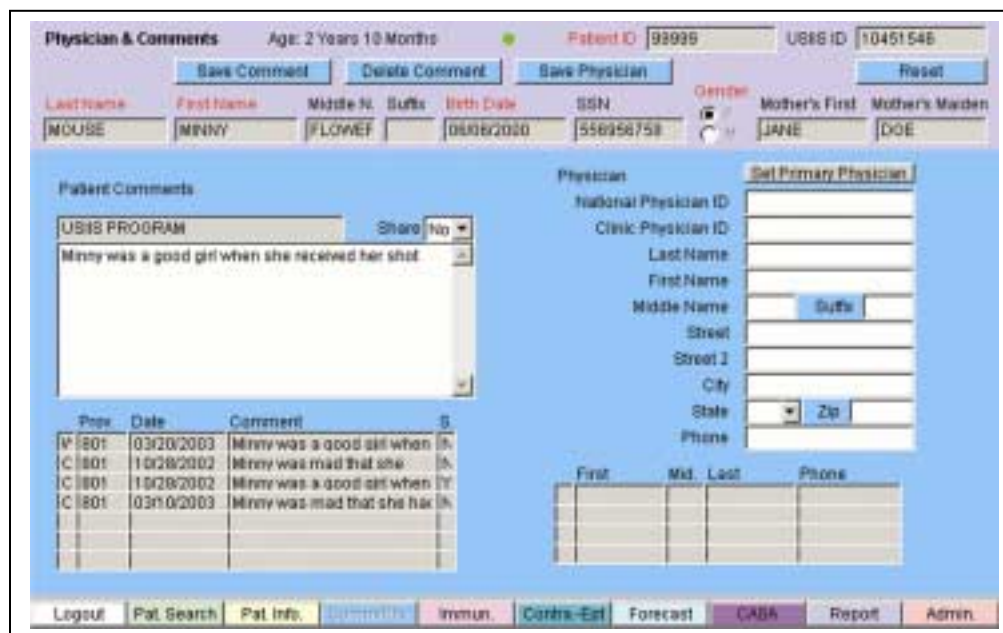
Chapter Four: The Physician and Comments Screen

Overview

This screen is used to enter comments regarding a patient record. The entry of this information is important for other clinics to view in case there are patterns of illness and/or other patient issues that should be noted.

This screen performs these main functions:

1. Entering, Saving, and Deleting patient comments
2. Entering and Saving physician information



Prov	Date	Comment	S
V 801	03/20/2003	Minny was a good girl when she	h
C 801	10/28/2002	Minny was mad that she	h
C 801	10/28/2002	Minny was a good girl when	h
C 801	03/10/2003	Minny was mad that she had	h

Figure 35: The Physician and Comments screen

Section 1: Entering, Saving, and Deleting Patient Comments

The Patient Comments section is used to enter comments that a staff member or physician may have about a patient. These comments may be shared with other providers or viewed only by the clinic that entered them. This comment section is helpful to inform staff of any special needs that a particular patient may require.

To enter patient comments:

1. Type the comments in the section called **Patient Comments**. See Figure 36 for an example of a typed comment.

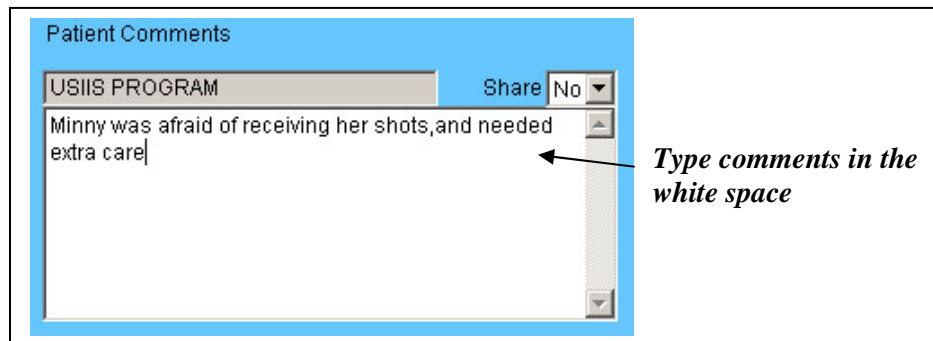
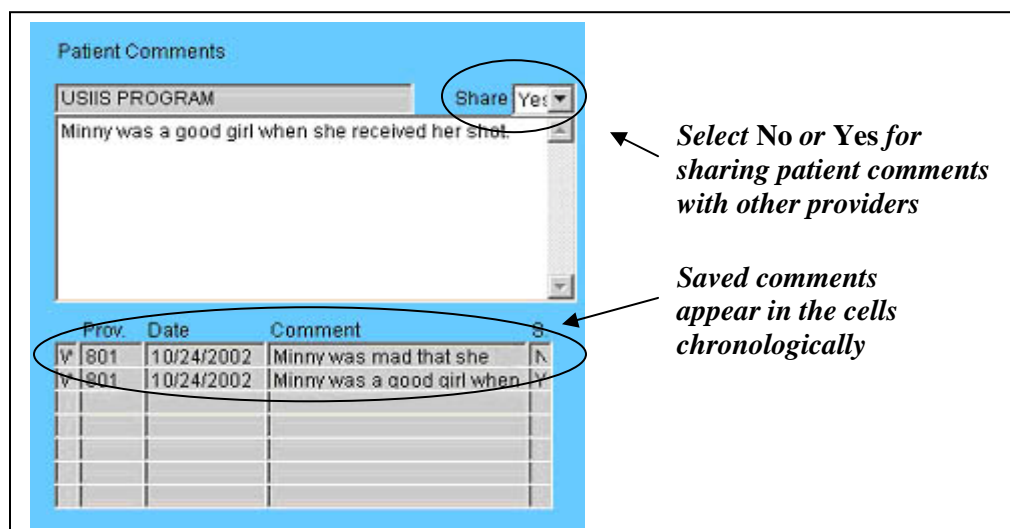


Figure 36: Patient Comments section

2. Choose **No** or **Yes** in the **Share** drop-down box to share or unshare patient comment information:
 - If **Yes** is selected, the comment may be viewed by all other providers
 - If **No** is selected, no one but the clinic that entered the information may view the comment.
3. Click on the **Save Comment** button to save.
4. Once a comment has been saved you will see it appear in the cells below. See Figure 37.
5. To view a particular comment, click in the comment cell and it will appear in the Patient Comments section.



Prov.	Date	Comment	S
iv 801	10/24/2002	Minny was mad that she	N
iv 801	10/24/2002	Minny was a good girl when	Y

Figure 37: Shared patient information

Reset

This button is used to clear the fields of information that was entered but not saved. For example, if you made a mistake and want to start over, use the **Reset** button to clear the fields of the information you just entered.

To reset the fields:

1. To clear the fields of unsaved information, click on the **Reset** button. This will clear any unsaved information in the patient comment section. All information that was previously saved will remain in the fields.

Delete Comment

This button is for deleting comments about a patient. Only comments that have been entered by your clinic may be deleted.

To delete a comment:

1. Click in the cell of the comment to be deleted.
2. Click the **Delete Comment** button in the upper part of the screen.
3. Click **OK** to finish the deletion.

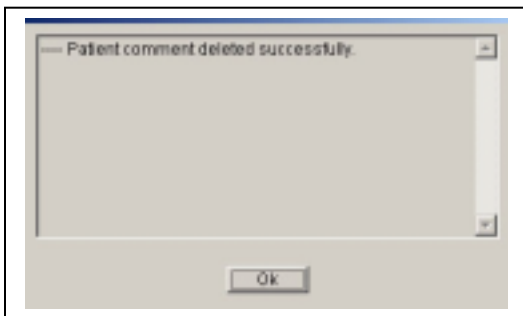


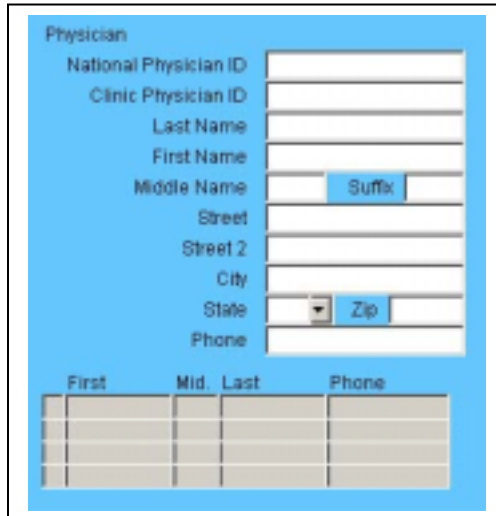
Figure 38: Dialog box that appears if the deletion has been successful

Section 2: Entering and Saving Physician Information

Physician information may be entered to create and track a list of physicians for a particular patient. The gray cells will show the history of physicians that have treated a particular patient. Since this is voluntary not all physicians may have entered their information.

To enter physician comments:

1. In the appropriate fields, enter the physician's information.



The form is titled "Physician" and contains the following fields: National Physician ID, Clinic Physician ID, Last Name, First Name, Middle Name, Suffix, Street, Street 2, City, State (a dropdown menu), Zip, and Phone. Below these fields is a table with four columns: First, Mid., Last, and Phone. The table has five rows, with the first row highlighted in gray.

Figure 39: Physician information section

2. Click on the **Save Physician** button to save and apply the changes to the database.

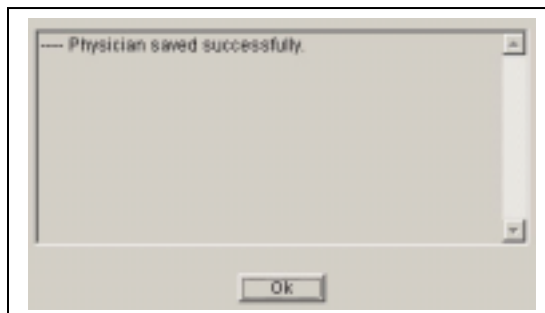


Figure 40: Dialog box that appears after a successful deletion

Resetting the fields

If while entering a physician's information you want to start over, use the **Reset** button.

To reset the fields:

1. To clear the fields of unsaved information, click on the **Reset** button. This will clear any unsaved information in the **Physician** fields. All information that was previously saved will remain in the fields.

Chapter Five: The Immunization Screen

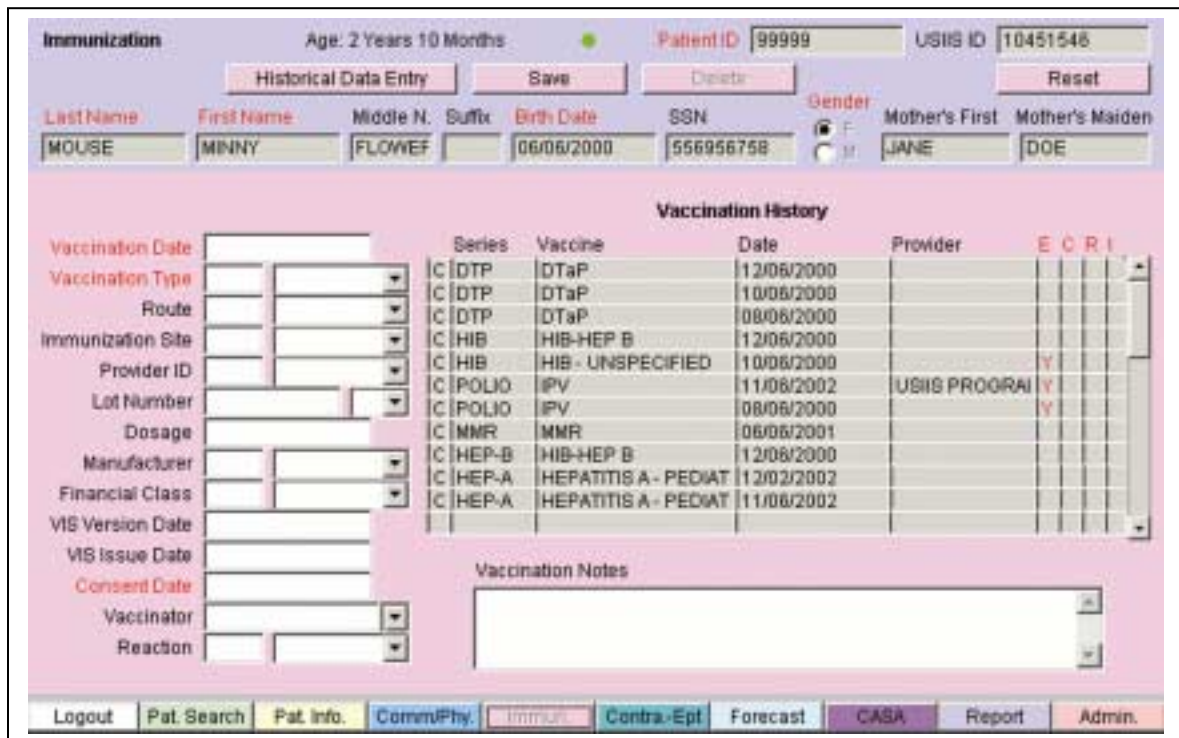
Overview

The Immunization Screen is used to enter vaccination information for a particular patient. Once a vaccine is administered, it may be entered and saved to provide a Vaccination History.

Note: Remember fields labeled in red are required and must be completed.

This screen has these main functions:

1. Entering, Saving, Editing, and Deleting vaccinations.
2. Entering Vaccination Notes.
3. Using the Historical Data Entry screen.



The screenshot shows the 'Immunization' screen for a patient named MINNY FLOWEF, born 06/06/2000. The patient's age is 2 Years 10 Months. The screen includes fields for Patient ID (99999), USIS ID (10451546), and various personal details. A 'Vaccination History' table is displayed, listing various vaccines and their dates. The table has columns for Series, Vaccine, Date, Provider, and a status column with letters E, C, R, I. A red 'Y' is visible in the status column for the HIB-UNSPECIFIED vaccine. Below the table is a 'Vaccination Notes' field. The bottom of the screen features a navigation bar with buttons for Logout, Pat. Search, Pat. Info., CommPhy., Immuniz., Contra-Ept, Forecast, CABA, Report, and Admin.

Vaccination Date	Vaccination Type	Route	Immunization Site	Provider ID	Lot Number	Dosage	Manufacturer	Financial Class	VIS Version Date	VIS Issue Date	Consent Date	Vaccinator	Reaction

Series	Vaccine	Date	Provider	E	C	R	I
C DTP	DTaP	12/06/2000					
C DTP	DTaP	10/06/2000					
C DTP	DTaP	08/06/2000					
C HIB	HIB-HEP B	12/06/2000					
C HIB	HIB - UNSPECIFIED	10/06/2000					
C POLIO	IPV	11/06/2002	USIS PROGRAM				
C POLIO	IPV	08/06/2000					
C MMR	MMR	06/06/2001					
C HEP-B	HIB-HEP B	12/06/2000					
C HEP-A	HEPATITIS A - PEDIAT	12/02/2002					
C HEP-A	HEPATITIS A - PEDIAT	11/06/2002					

Figure 41: The Immunization screen

You will notice on the right side of the screen the letters “E,” “C,” “R” and “I.” A red “Y” in the cell(s) indicates the following:

"E" column	Indicates that an exemption exists for this vaccine
"C" column	Indicates that a contraindication exists for this vaccine
"R" column	Indicates that a reaction to this vaccine was recorded
"I" column	Indicates that the vaccine is invalid

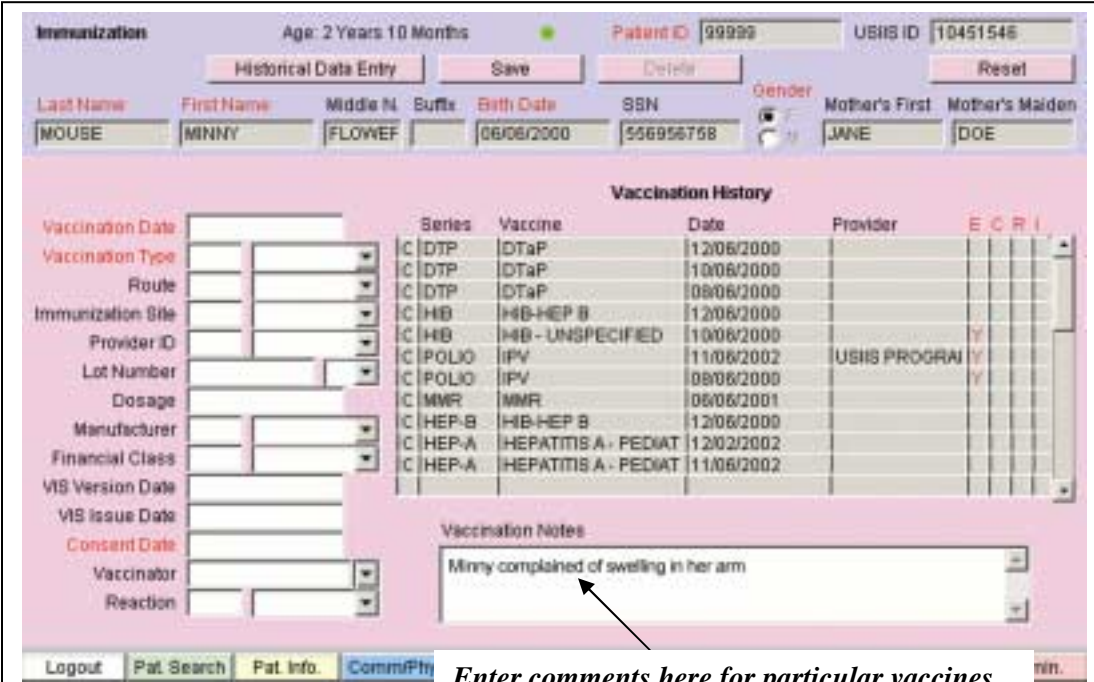
Section 1: Entering, Saving, Updating, and Deleting vaccinations

This screen allows providers to keep a record of all vaccinations given. Each vaccination is individually entered and saved. Once a vaccination is saved, a summary of it will appear in the gray section called Vaccination History.

Detailed vaccination information can be entered on the left side of the screen. Some fields have drop-down boxes with information to choose from; others require typing in the information. In addition, vaccinations may have notes added to clarify any of the entries.

To enter a Vaccination:

1. Enter the information required by the red fields in the pink section (except E, C, R, I).
Note: The fields in red must be completed in order to save.
2. By typing the code or using the drop-down boxes, enter the vaccine information in each field.
Note: Only enter a reaction when a patient has experienced a reaction. Leave the field blank if the patient did not have a reaction to a vaccination.
3. You may enter notes for the particular vaccination in the **Vaccination Notes** field. This is particularly helpful if you have information about a reaction.
4. Click on the **Save** button to save the vaccination.



The screenshot shows the 'Immunization' screen for a patient named MINNY FLOWEF, born 06/06/2000. The patient's age is 2 Years 10 Months. The screen includes fields for Patient ID (99999), USIS ID (10451546), and buttons for Historical Data Entry, Save, Delete, and Reset. Below these are fields for Last Name, First Name, Middle Initial, Birth Date, SSN, Gender, Mother's First Name, and Mother's Maiden Name. The 'Vaccination History' table lists several vaccinations, including DTP, Hib, Polio, MMR, and Hepatitis A. The 'Vaccination Notes' field contains the text 'Minny complained of swelling in her arm'. The bottom of the screen has buttons for Logout, Pat. Search, Pat. Info., and Comm/Phy.

Immunization Age: 2 Years 10 Months Patient ID: 99999 USIS ID: 10451546

Historical Data Entry Save Delete Reset

Last Name: MOUSE First Name: MINNY Middle Initial: FLOWEF Birth Date: 06/06/2000 SSN: 556956758 Gender: Female Mother's First: JANE Mother's Maiden: DOE

Vaccination History

Vaccination Date	Series	Vaccine	Date	Provider	E	C	R	I
12/06/2000	C DTP	DTaP	12/06/2000					
10/06/2000	C DTP	DTaP	10/06/2000					
08/06/2000	C DTP	DTaP	08/06/2000					
12/06/2000	C Hib	Hib-HEP B	12/06/2000					
10/06/2000	C Hib	Hib - UNSPECIFIED	10/06/2000					
11/06/2002	C POLIO	IPV	11/06/2002	USIS PROGRAM				
08/06/2000	C POLIO	IPV	08/06/2000					
06/06/2001	C MMR	MMR	06/06/2001					
12/06/2000	C HEP-B	Hib-HEP B	12/06/2000					
12/02/2002	C HEP-A	HEPATITIS A - PEDIAT	12/02/2002					
11/06/2002	C HEP-A	HEPATITIS A - PEDIAT	11/06/2002					

Vaccination Notes

Minny complained of swelling in her arm

Logout Pat. Search Pat. Info. Comm/Phy

Enter comments here for particular vaccines

Figure 42: The Immunization screen

Updating a Vaccination

Once a vaccine is entered and saved, a summary of the vaccine will appear in the gray section called Vaccination History. You may view and/or make changes to vaccines saved. Please see *Table 1: Field Descriptions*.

To view specific information about a particular vaccination:

1. In the **Vaccination History** cells (right side of the screen), click in the cell that has the vaccine you would like to view. The vaccine information will appear in the fields on the left side of the screen.

To make changes to a vaccine already saved in the Vaccination History:

1. In the **Vaccination History** cells, click in the cell that has the vaccine you would like to alter. The vaccine information will appear in the fields on the left.

Note: You cannot alter the information in the red fields. However, you may delete the vaccination record and start over. You can only delete vaccinations your clinic has administered.

2. Make the appropriate additions/changes.
3. Click on the **Save** button to save and apply the changes to the database. (You may be prompted to enter any missing required information before the record can be saved.)

Table 1: Field Descriptions

Vaccination Date	The date the vaccine was administered
Vaccination Type	The type of vaccine used for this immunization
Route	The way the vaccine was administered
Immunization Site	The place on the body where the vaccine was administered
Provider ID	The clinic where the immunization was given
Lot Number	The number used to identify this particular batch of vaccine
Dosage	The amount of vaccine given to the patient
Manufacturer	The company which produced the vaccine that was administered
Financial Class	An explanation of how the particular vaccine was paid for
VIS Version Date	The date that this particular VIS (Vaccine Information Statement) was printed by the CDC
VIS Issue Date	The date the VIS (Vaccine Information Statement) was given to the parent or patient
Consent Date	The date the parent gave consent for the child to receive the vaccine
Vaccinator	The person who administered the immunization.
Reaction	A medical event occurring to the patient that may be associated with the immunization
Vaccination Notes	The text field the provider uses for entering significant information about the particular immunization

Deleting a Vaccination

If a vaccination was incorrectly entered, (for example the date or type) it can be deleted and the data reentered correctly. You can only delete vaccinations your clinic has administered.

To delete a vaccination:

1. In the **Vaccination History** section, click in the cell that has the vaccine you would like to delete.
2. The vaccine information will appear in the fields on the left, click the **Delete** button. After a successful deletion the dialog box in Figure 43 will appear.

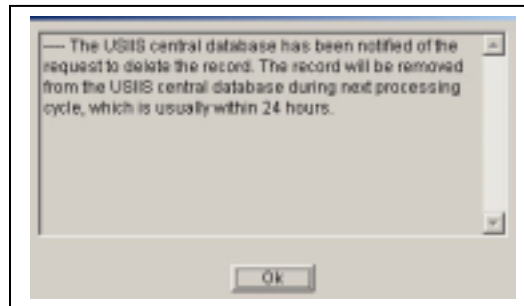


Figure 43: Delete notification box

Section 3: Historical Data Entry Screen

The Historical Data Entry screen allows providers to enter past immunizations quickly. Only use this form to enter historical immunization records.

To enter a vaccination into the Historical Data screen:

1. Click on the **Historical Data Entry** button (in the top part of the Immun. screen) to enter past vaccinations. The screen shown in Figure 44 will appear:

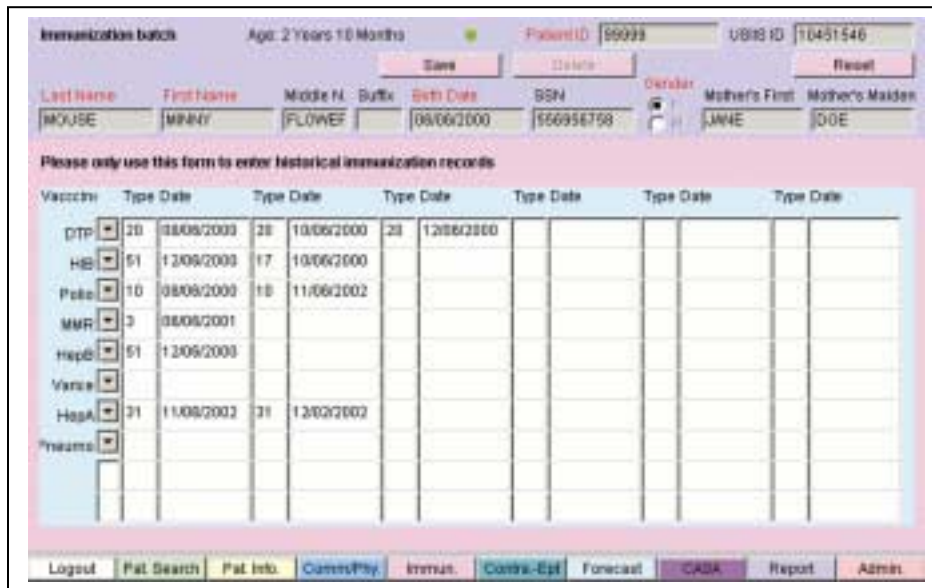


Figure 44: Historical Data Entry screen

2. Enter the vaccine information by typing the code or using the drop-down box to choose from the list of vaccines. If you entered an incorrect code, the dialog box in Figure 45 will appear.

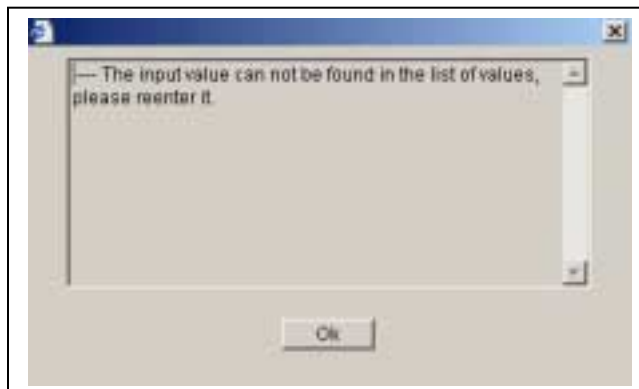


Figure 45: Error screen when the input is incorrect

3. Click **Ok** and re-enter a correct code or choose from the drop-down box.
4. Use the **Tab** key or click in the date field. Enter the date (mmddyy) the vaccine was given (the computer will put in the slashes when you tab to the next field: mm/dd/yyyy).



5. Enter all historical immunizations and dates. After all historical vaccination information is correctly entered, click on the **Save** button to save and apply the changes. A dialog box will confirm how many vaccine(s) were saved.
6. Click on the **Immun.** tab to return to the Immunization screen.

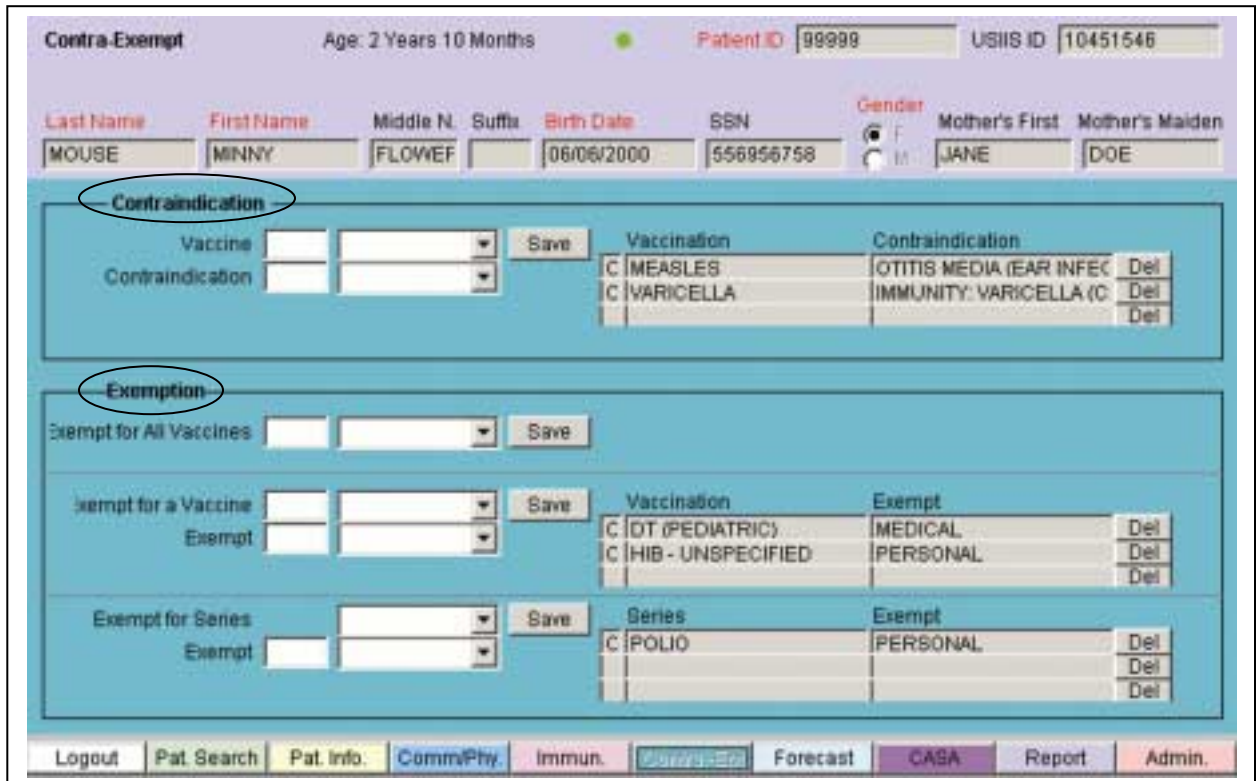
Chapter Six: The Contraindication and Exemption Screen

Overview

The Contra-Exempt (Contraindication and Exemption) screen is used for entering patient contraindications and/or exemptions for a vaccine, a series or all vaccinations. It is important to be aware of each recorded and possible contraindication and/or exemption. Some vaccines may be life threatening and other patient's may have religious or personal reasons for a vaccine exemption. All exemptions should be verified by seeing the parent's copy of the medical, religious or personal exemption form. If parents do not have the correct form(s), they may contact their local health department or the Utah Immunization Program.

There are two main sections to this screen:

1. Entering, Saving and Deleting Contraindications
2. Entering, Saving and Deleting Exemptions



Contra-Exempt Age: 2 Years 10 Months Patient ID: 99999 USIIS ID: 10451546

Last Name: MOUSE First Name: MINNY Middle N.: FLOWEF Suffix: Birth Date: 06/06/2000 SSN: 556956758 Gender: F Mother's First: JANE Mother's Maiden: DOE

Contraindication

Vaccine: Contraindication: Save

Vaccination	Contraindication	Del
C MEASLES	OTITIS MEDIA (EAR INFECTION)	Del
C VARICELLA	IMMUNITY: VARICELLA (C)	Del

Exemption

Exempt for All Vaccines: Save

Exempt for a Vaccine: Save

Vaccination	Exempt	Del
C DT (PEDIATRIC)	MEDICAL	Del
C HIB - UNSPECIFIED	PERSONAL	Del

Exempt for Series: Save

Series	Exempt	Del
C POLIO	PERSONAL	Del

Logout Pat Search Pat Info Comm/Phy Immun. **Contra-Ex** Forecast CASA Report Admin.

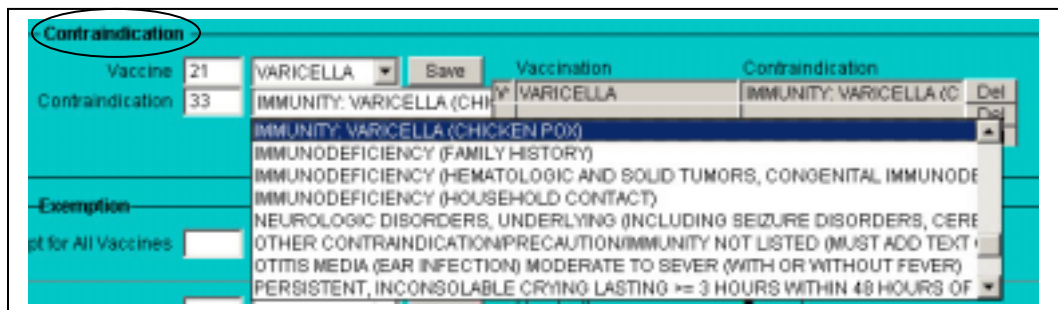
Figure 46: Contraindication and Exemption screen

Section 1: Entering, Saving and Deleting Contraindications

A Contraindication is used for vaccines that should not be administered for any reason. For example, if a patient has already had the Chicken Pox disease then the Varicella (Chicken Pox) vaccine should not be given. In the Contraindication section, there are two fields, one for the type of vaccine and the other for the type of contraindication.

To enter a Contraindication

1. Enter the **vaccine** by using the drop-down box to pick from a list of vaccines or by typing in the vaccine code.
2. Enter the **contraindication**, by using the drop-down box to pick from a list of contraindications.
3. After both the vaccine and contraindication have been chosen, click on **Save**. The vaccine and contraindication will appear in summary form in the gray cells on the right.



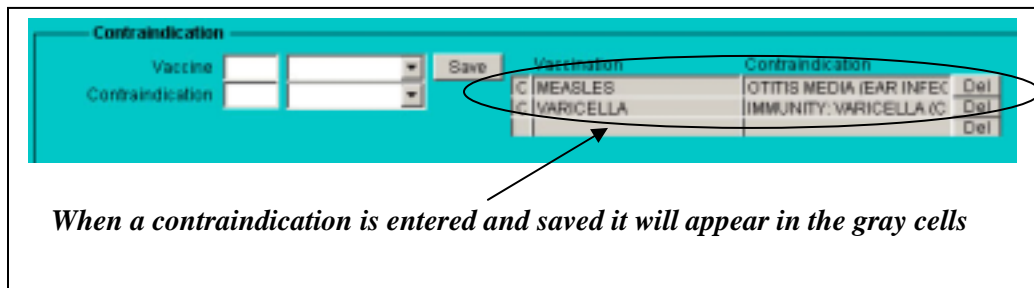
The screenshot shows the 'Contraindication' section of the software. On the left, there are two input fields: 'Vaccine' with the value '21' and 'Contraindication' with the value '33'. A 'Save' button is next to them. To the right, a table displays the selected items. Below the table, a large drop-down menu is open, showing a list of contraindications. The first two items are highlighted in blue.

Vaccine	Contraindication
21	33

Save

Vaccination	Contraindication	Del
VARICELLA	IMMUNITY: VARICELLA (CHICKEN POX)	Del
	IMMUNITY: VARICELLA (CHICKEN POX)	Del
	IMMUNODEFICIENCY (FAMILY HISTORY)	
	IMMUNODEFICIENCY (HEMATOLOGIC AND SOLID TUMORS, CONGENITAL IMMUNODEFICIENCY (HOUSEHOLD CONTACT)	
	NEUROLOGIC DISORDERS, UNDERLYING (INCLUDING SEIZURE DISORDERS, CEREBRAL PALSY, EPILEPSY)	
	OTHER CONTRAINDICATION/PRECAUTION/IMMUNITY NOT LISTED (MUST ADD TEXT)	
	OTITIS MEDIA (EAR INFECTION) MODERATE TO SEVERE (WITH OR WITHOUT FEVER)	
	PERSISTENT, INCONSOLABLE CRYING LASTING ≥ 3 HOURS WITHIN 48 HOURS OF VACCINATION	

Figure 47: List of contraindications in the drop-down box



The screenshot shows the 'Contraindication' section after saving. The 'Vaccine' field is empty and the 'Contraindication' field is empty. The 'Save' button is present. To the right, a table displays the saved contraindications. An arrow points from the text below to the table.

Vaccine	Contraindication

Save

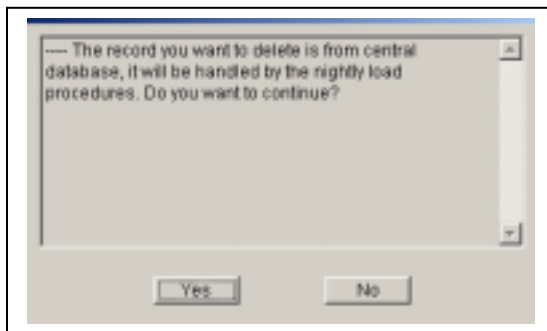
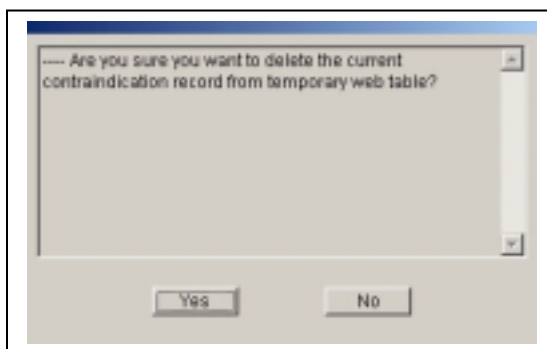
Vaccination	Contraindication	Del
MEASLES	OTITIS MEDIA (EAR INFECTION) MODERATE TO SEVERE (WITH OR WITHOUT FEVER)	Del
VARICELLA	IMMUNITY: VARICELLA (CHICKEN POX)	Del

When a contraindication is entered and saved it will appear in the gray cells

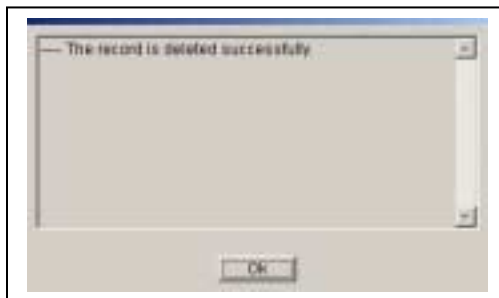
Figure 48: Saved Contraindications

To delete a Contraindication:

1. Click on the gray **Del** (delete) button beside the vaccination/contraindication that you want to delete:
 - The dialog box in Figure 49 will appear if the vaccine contraindication is already in the Central Database. The dialog box in Figure 50 will appear if the vaccine contraindication is in the Web Record.

**Figure 49: Record in the Central database****Figure 50: Record in the Web record**

2. In either case, click on **Yes** to delete or **No**, to go back to the Contra-Exempt screen.
3. The box in Figure 51 will appear after a successful deletion and return to the Contra-Exempt screen.

**Figure 51: A successful deletion**

Section 2: Entering, Saving and Deleting Exemptions

An exemption may be entered for Medical, Personal or Religious reasons for all vaccines, a particular vaccine, or a series of vaccines.

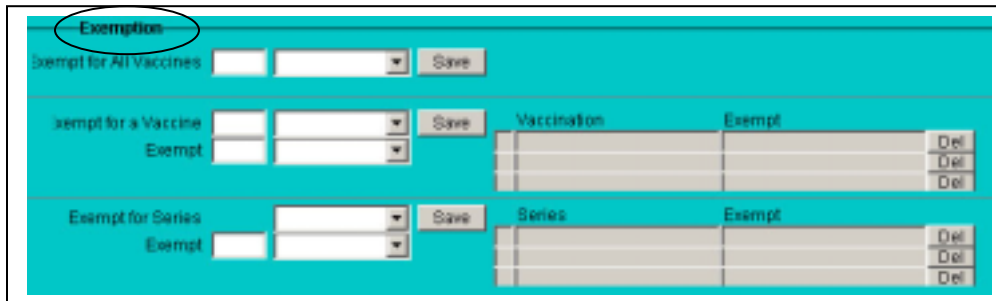
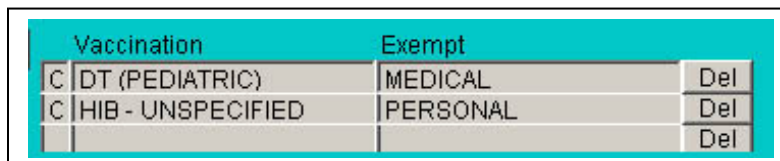


Figure 52: Exemption fields

To enter an Exemption for All vaccines:

1. Use the drop-down box to select from a list of reasons for an exemption from all vaccines or type in the vaccine code.
2. Click on the **Save** button.



Vaccination	Exempt	Del
C DT (PEDIATRIC)	MEDICAL	Del
C HIB - UNSPECIFIED	PERSONAL	Del

Figure 53: An example of saved exemptions

To enter an Exemption for a Particular vaccine:

1. Use the drop-down box to select from a list of vaccines or type in the vaccine code.
2. Use the drop-down box to select from a list of exemptions.
3. Click on the **Save** button. The vaccine exemption will appear in the gray cells on the right.

To enter an Exemption for a Series of vaccines:

1. Use the drop-down box to select from a list of vaccine series or type in the vaccine code.
2. Use the drop-down box to select from a list of exemptions or type in the vaccine code.
3. Click on the **Save** button. The vaccine exemption will appear in the gray cells on the right.

To delete an Exemption:

1. Click on the gray **Del** (delete) button beside the exemption that you wish to delete.
2. The box in Figure 54 will appear if the vaccine exemption was saved as a web record. The box in Figure 55 will appear if the vaccine exemption was in the central record database.

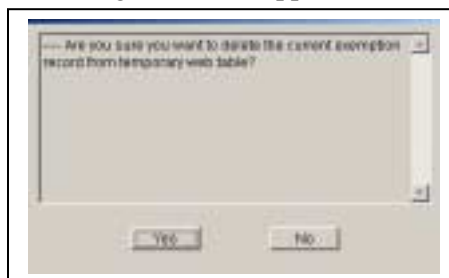


Figure 54: Web record deletion confirmation dialog box

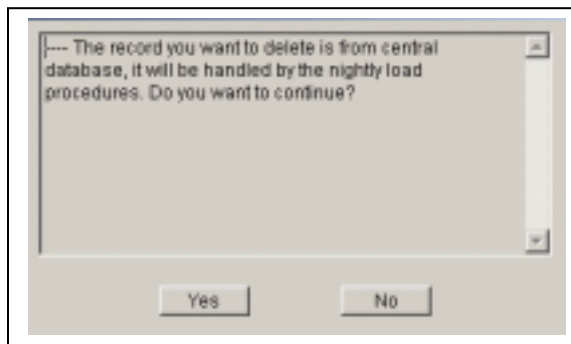


Figure 55: Central record deletion confirmation dialog box

3. In either case, click on **Yes** to delete, or **No** to go back to the Contra-Exempt screen.
 - If you clicked Yes, the box in Figure 56 will appear after a successful deletion and the screen will return to the Contra-Exempt screen.

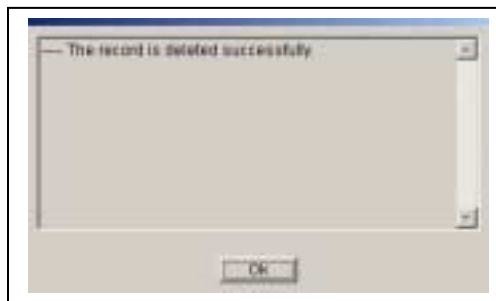
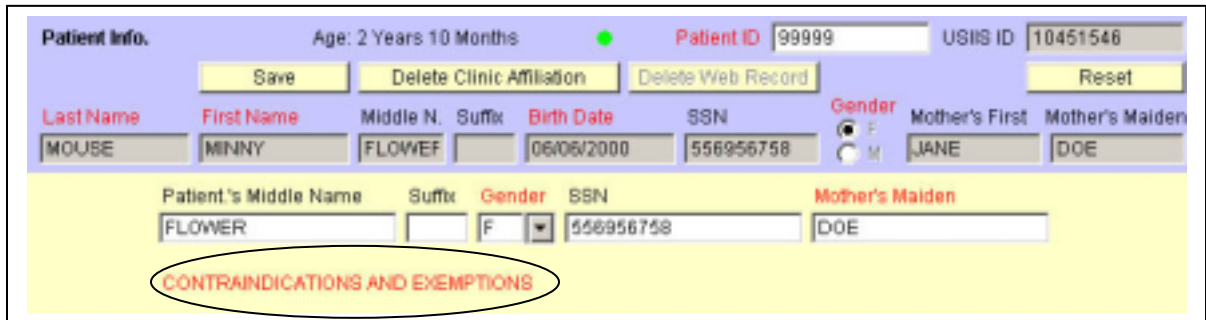


Figure 56: A successful deletion

Section 3: Contraindication and Exemption Notification

When a contraindication and/or an exemption is entered and saved it will be displayed on the Patient Information screen. In Figure 57, you will see that “Contraindications and Exemptions” is highlighted in red on the patient’s information screen. This particular patient (in Figure 57) has a contraindication, and exemption recorded in the Contra-Exempt screen. Due to the serious nature of a patient’s medical reason for not having a vaccine, contraindications and exemptions should be considered with extreme caution and double-checked before saving.



The screenshot displays the Patient Information screen for a patient named Minny Flower. The top section includes fields for Patient ID (99999) and USIIS ID (10451546), along with buttons for Save, Delete Clinic Affiliation, Delete Web Record, and Reset. Below this, the patient's details are listed: Last Name (MOUSE), First Name (MINNY), Middle N. (FLOWER), Birth Date (06/06/2000), SSN (556956758), Gender (F), and Mother's Maiden (DOE). A section below these details shows the Patient's Middle Name (FLOWER), Suffix, Gender (F), SSN (556956758), and Mother's Maiden (DOE). At the bottom, the text "CONTRAINDICATIONS AND EXEMPTIONS" is highlighted in red and circled.

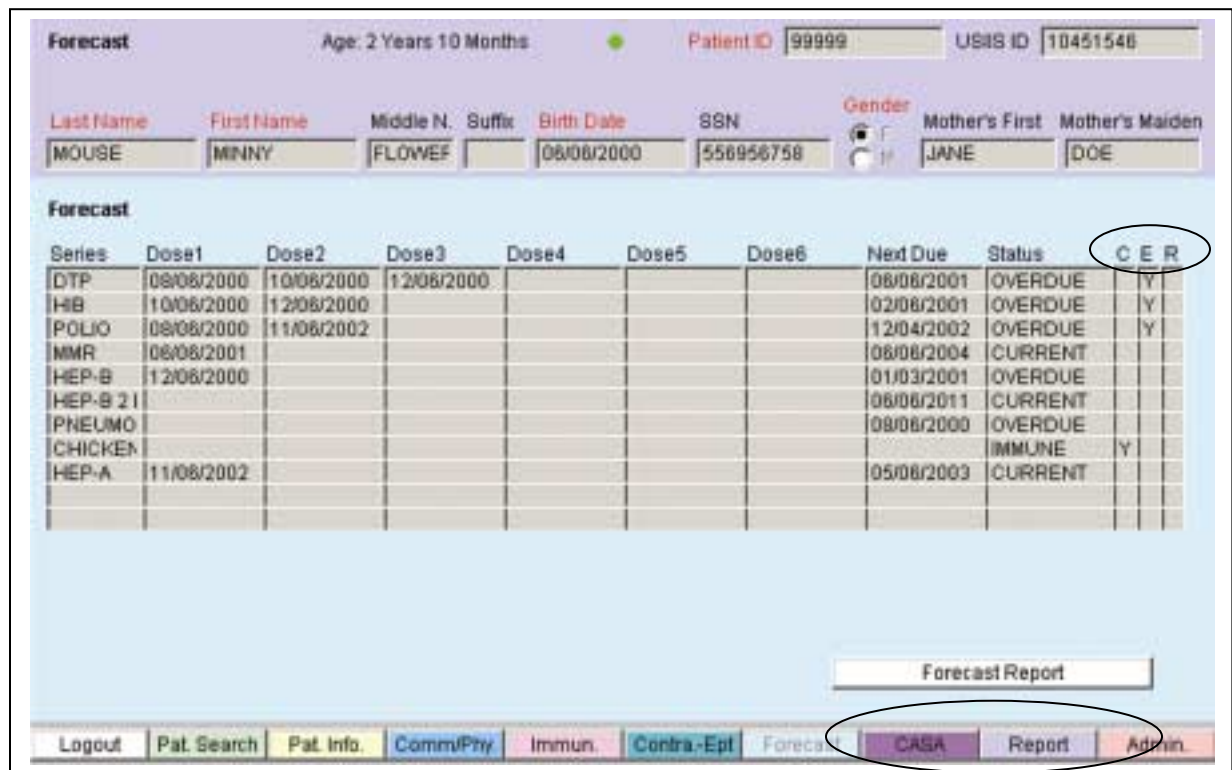
Figure 57: Contraindications and Exemptions are highlighted in the Patient Information screen.

Chapter Seven: Forecast Screen

Overview

The Forecast screen is a "read-only" screen and it contains no editable fields. This screen provides a summary view of a patient's immunization status. It displays an immunization schedule calculated by the birth date and according to standards developed by the American Academy of Pediatrics and the Advisory Committee on Immunization Practices (ACIP).

Note: The recommendations given on the Forecast Screen in WebKIDS should never replace or invalidate the advice of a physician. Due dates are given as recommendations only.



Series	Dose1	Dose2	Dose3	Dose4	Dose5	Dose6	Next Due	Status	C	E	R
DTP	08/08/2000	10/08/2000	12/08/2000				08/08/2001	OVERDUE			Y
HIB	10/08/2000	12/08/2000					02/08/2001	OVERDUE			Y
POLIO	08/08/2000	11/08/2002					12/04/2002	OVERDUE			Y
MMR	08/08/2001						08/08/2004	CURRENT			
HEP-B	12/08/2000						01/03/2001	OVERDUE			
HEP-B 21							06/06/2011	CURRENT			
PNEUMO							08/08/2000	OVERDUE			
CHICKEN								IMMUNE		Y	
HEP-A	11/08/2002						05/08/2003	CURRENT			

Figure 58: The Forecast screen

You will notice on the right side of the screen the letters "C," "E," and "R." A red "Y" in the cell(s) indicates the following:


"C" column	Indicates that a contraindication exists for this vaccine (according to the Contra/Exempt screen)
"E" column	Indicates that an exemption exists for this vaccine (according to the Contra/Exempt screen)
"R" column	Indicates that a reaction to this vaccine was recorded

Section 1: Printing a Forecast Report

Adobe Acrobat Reader software is needed to print a patient's forecast.

Please visit: www.adobe.com to download a free version of Acrobat Reader. If you have trouble with this download, please contact the USIIS HelpLine 801-538-3440 or 800-678-3440.

To print a Patient forecast:

1. In the Forecast screen, click on the **Forecast Report** button (located at the lower right side of screen). A report will open in PDF format using the Adobe Acrobat software.
2. Once the forecast report downloads from Adobe Acrobat, click on the print icon  to print the forecast. See Figure 59 for an example print-out.

Patient Forecast													
Patient ID	USIS ID	Provider Name		Provider ID									
www	0451546	USIS PROGRAM		801									
Patient Name		Birth Date	Age		Gender								
MINNY MOUSE		6/6/98	2 Yr. 5 Mo.		F								
Series Name	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5	Dose 6	Next Due	Status	E	C	R	V	Notes
DTP	8/6/00	3/6/99	12/6/98				6/6/01	OVERDUE	T				
HB	10/6/00	12/6/98					2/6/01	OVERDUE					
PCV10	8/6/00	11/6/02					12/4/02	CURRENT					
MMR	6/6/01						6/6/04	CURRENT					
HEP B	12/6/00						1/3/01	OVERDUE					
HEP B 2 DOSE							6/6/01	CURRENT					
PNEUMO							8/6/00	OVERDUE					
CHICKENPOX	6/6/01							COMPLETE	Y				
HEP A	11/6/02						5/6/03	CURRENT					

I have been given a copy and have reviewed the information contained in the Vaccine Information Statement(s) (VIS) about the disease(s) and vaccine(s). I have had the opportunity to have my questions answered satisfactorily. I understand the benefits and risks of the vaccine(s) and request that the vaccine(s) indicated on this page be given to me or the person for whom I am authorized to make this request. I agree that this information may be shared with schools, day care centers, health care providers, state and county agencies, and other when regulatorily or medically necessary.

Parent / Guardian Signature X_____

The above named child qualifies for immunization through the Utah VFC Program because he or she is less than 19 years of age and (check only one):

_____ is enrolled in Medicaid.

_____ does not have any health insurance.

_____ is American Indian or Alaskan Native.

_____ is underinsured.

_____ CHIP

Figure 59: Patient forecast printout

Chapter Eight: CASA

Clinic Assessment Software Application (CASA)

In the CASA screen, you can create a flat file that can be imported into CASA. This is helpful if you need to do an assessment of your clinic's immunization rates.

CASA requires third-party software that is not supported by USIIS, please contact the Immunization Program at the Utah Department of Health (801) 538-9450 for more information.

Chapter Nine: The Report Screen

Overview

This screen allows you to view and print three different patient reports, they are:

1. Detailed Immunization History
2. School Immunization Record
3. Personal Utah Immunization Record

Adobe Acrobat Reader is needed to view and print reports. If you want to view (not print) a report, use the HTML option.

Please visit: www.adobe.com to download a free version of Acrobat Reader. If you have trouble with this download, please contact the USIIS HelpLine 801-538-3440 or 800-678-3440.

Section 1: Printing Reports

Patient reports available to print:

1. Detailed Immunization History (for the patient's chart)
2. School Immunization Record (to take to the school for school entry)
3. Personal Utah Immunization Record (for the patient's record)





Figure 60: Report screen

To print a PDF report:

Note: Your computer must have Acrobat Reader installed for this option to work. Please see To view an HTML report below if your computer does not have Acrobat Reader.

1. Click in the radio button selecting **PDF** (the default selects PDF).
2. Click on the button of the desired report.
3. The chosen report will download and open in Adobe Acrobat.
4. Click on the print icon  to print the report. Close Acrobat (click on the x in the top right corner of the window) to return to the **Report** screen when you are finished.

To view an HTML report:

An HTML report is viewed in a web browser and cannot be printed.

1. Click in the radio button selecting **HTML**.
2. Click on the button of the desired report.
3. The report will be displayed, for viewing only, in your web browser.

Chapter Ten: The Administration Screens

Overview

When you click on the **Admin.** tab, (new applet opens) the Vaccine Inventory Adjustment screen will appear in a new window. The Administration screens allow you to record, view and print several types of reports. Provider, Physician and Clinic information may also be updated. The patient information “dashboard” is no longer on the top of the screen and there are new tabs/screens to select from at the bottom of the screen.

The Administration screen contains several tabs. For a general user the following screens will be accessible:

Vaccine Inventory Adjustment Screen

This screen adds, adjusts and deletes vaccine inventories within your clinic.

Inventory Screen

This screen allows you to view and print your clinic’s inventory. In addition, vaccine inventory may be adjusted and/or deleted.

Change Password Screen

This screen allows your administrator to change your login password. Only your Administrator has user rights to make this change.

Physician Screen

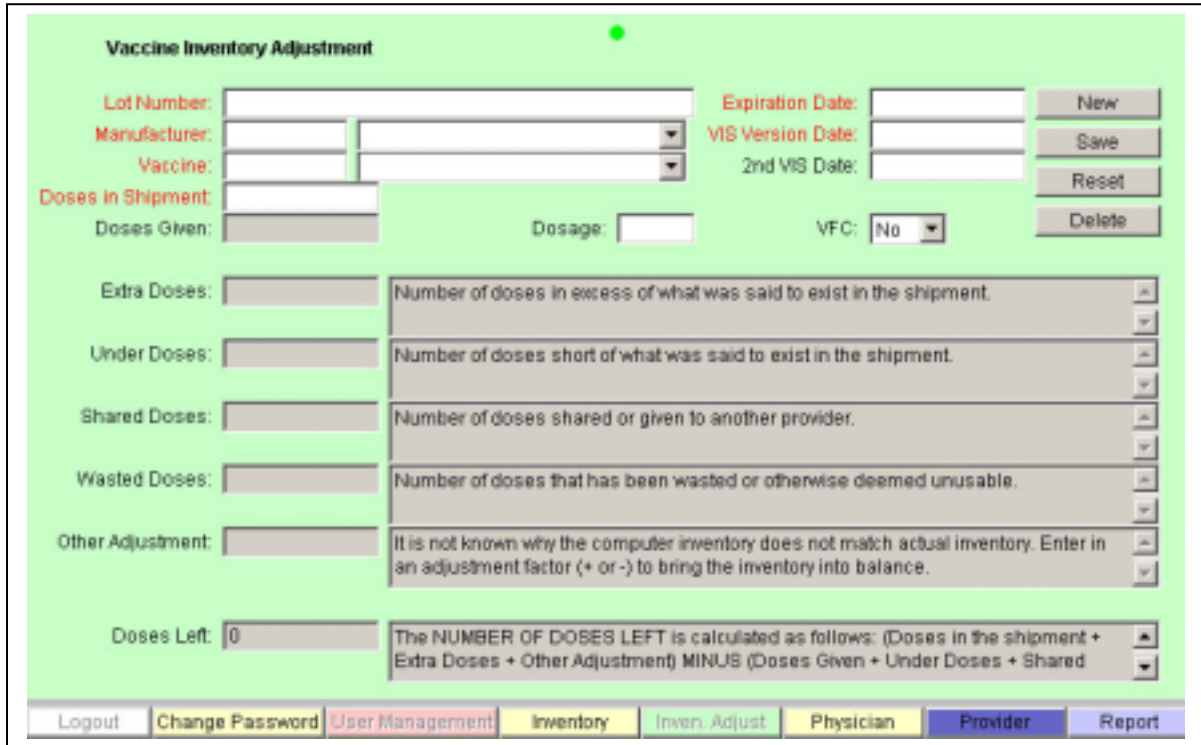
Physician screen allows you to search, add and edit various information regarding physicians in your clinic.

Report Screen

The Report screen allows you to customize and print several different reports: Clinic History, Doses Administered, Reminder-Recall Summary, Batch Forecast reports.

Section 1: Vaccine Inventory Adjustment Screen

This screen allows you to adjust, add and delete vaccine inventory. It is strongly advised to become familiar with both the Vaccine Inventory Adjustment screen and the Inventory screen, as they function together.



The screenshot shows the 'Vaccine Inventory Adjustment' screen. It features several input fields for vaccine information: Lot Number, Manufacturer (dropdown), Vaccine (dropdown), Doses in Shipment, Doses Given, Dosage, VFC (dropdown), Expiration Date, VIS Version Date, and 2nd VIS Date. There are four buttons on the right: New, Save, Reset, and Delete. Below these fields are five rows for adjustments: Extra Doses, Under Doses, Shared Doses, Wasted Doses, and Other Adjustment, each with a text description and a numeric input field. At the bottom, there is a 'Doses Left' field showing '0' and a calculation formula. A navigation bar at the very bottom includes links for Logout, Change Password, User Management, Inventory, Inven. Adjust, Physician, Provider, and Report.

Figure 61: Vaccine Inventory screen

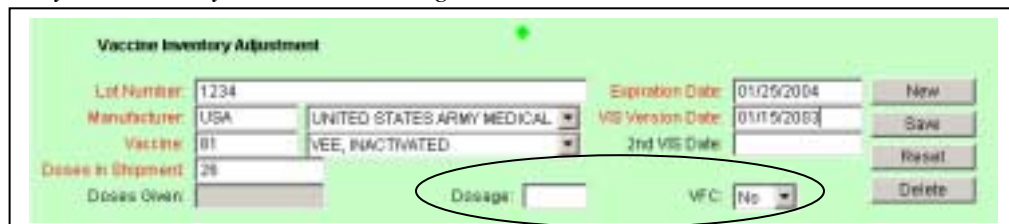
Adding a New Vaccine to the Inventory

When a provider receives a new shipment of vaccines, the Vaccine Inventory Adjustment screen is used to enter the inventory.

To enter a new vaccine shipment into the inventory:

1. In the Vaccine Inventory Adjustment screen click on the **New** button and begin entering the vaccine shipment information in the red fields.

***Note:** The fields labeled in red are required and must be completed in order to save the entry. Make sure you enter the Dosage amount and whether it is a VFC vaccine or not.*



This screenshot shows the same 'Vaccine Inventory Adjustment' screen with data entered. The Lot Number is 1234, Manufacturer is USA, Vaccine is VEE, INACTIVATED, Doses in Shipment is 26, and Doses Given is empty. The Dosage and VFC fields are circled in red, indicating they are required. The Expiration Date is 01/25/2004, VIS Version Date is 01/15/2003, and 2nd VIS Date is empty. The 'New' button is highlighted.

Figure 62: Entering a new vaccine

2. Once all of the vaccine information is entered save the entry by clicking on the **Save** button. The box in Figure 63 will appear if the save was successful.

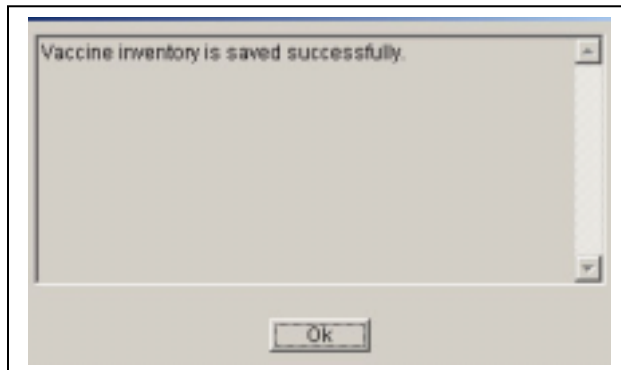
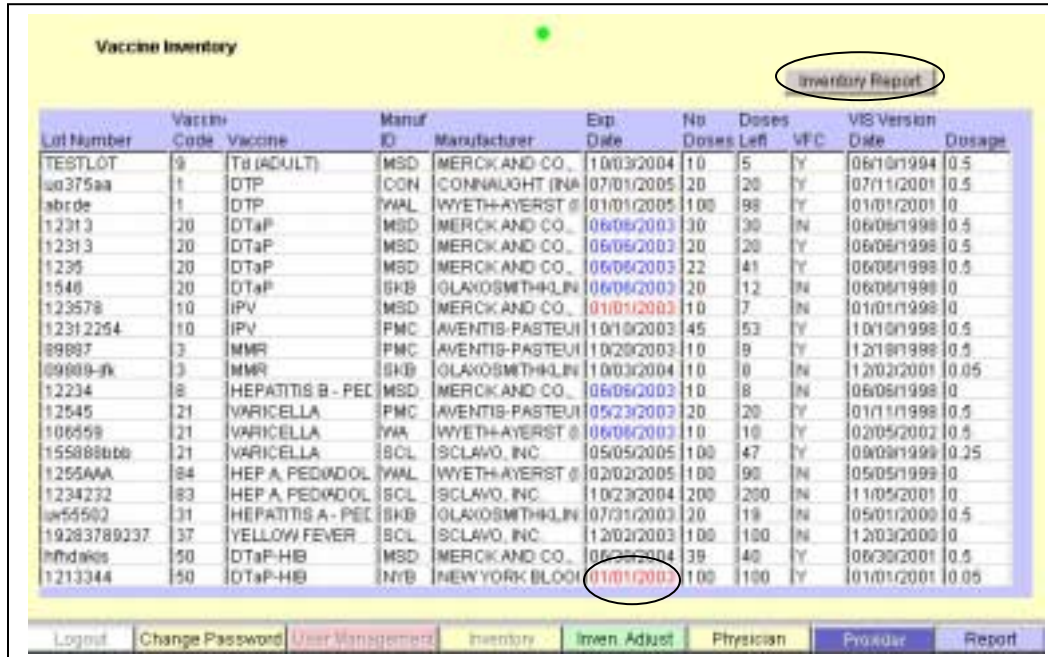


Figure 63: Successful Vaccine Inventory saved

3. To view the vaccine inventory, click on the **Inventory** screen tab to view the vaccine addition into the inventory. (Use the scroll bar to look through inventory.)

Section 2: Vaccine Inventory Screen

The Vaccine Inventory screen is a list of every vaccine entered into your clinic's inventory. When you open the Vaccine Inventory screen, a dialog box might appear if a vaccine is expired or is within 90-days of expiring.



Lot Number	Vaccine Code	Vaccine	Manuf ID	Manufacturer	Exp Date	No Doses	Doses Left	VFC	VIS Version Date	Dosage
TESTLOT	9	Td (ADULT)	MSD	MERCK AND CO.	10/03/2004	10	5	Y	06/10/1994	0.5
uo375aa	1	DTP	CON	CONNAUGHT (INA	07/01/2005	20	20	Y	07/11/2001	0.5
abrcde	1	DTP	WAL	WYETH-HAYERST	01/01/2005	100	98	Y	01/01/2001	0
12313	20	DTaP	MSD	MERCK AND CO.	06/06/2003	30	30	N	06/06/1998	0.5
12313	20	DTaP	MSD	MERCK AND CO.	06/06/2003	20	20	Y	06/06/1998	0.5
1235	20	DTaP	MSD	MERCK AND CO.	06/06/2003	22	41	Y	06/06/1998	0.5
1546	20	DTaP	SKB	GLAXOSMITHKLIN	06/06/2003	20	12	N	06/06/1998	0
123578	10	IPV	MSD	MERCK AND CO.	01/01/2003	10	7	N	01/01/1998	0
12312254	10	IPV	PMC	AVENTIS-PASTEUR	10/10/2003	45	53	Y	10/10/1998	0.5
89897	3	MMR	PMC	AVENTIS-PASTEUR	10/20/2003	10	9	Y	12/18/1998	0.5
09009-jk	3	MMR	SKB	GLAXOSMITHKLIN	10/03/2004	10	0	N	12/02/2001	0.05
12234	8	HEPATITIS B - PEC	MSD	MERCK AND CO.	06/06/2003	10	8	N	06/06/1998	0
12545	21	VARICELLA	PMC	AVENTIS-PASTEUR	05/23/2003	20	20	Y	01/11/1998	0.5
106558	21	VARICELLA	WAL	WYETH-HAYERST	06/06/2003	10	10	Y	02/05/2002	0.5
155888888	21	VARICELLA	SCL	SCLAVO, INC.	05/05/2005	100	47	Y	09/09/1999	0.25
1255AAA	84	HEP A, PEDADOL	WAL	WYETH-HAYERST	02/02/2005	100	90	N	05/05/1999	0
1234232	83	HEP A, PEDADOL	SCL	SCLAVO, INC.	10/23/2004	200	200	N	11/05/2001	0
ue55502	31	HEPATITIS A - PEC	SKB	GLAXOSMITHKLIN	07/31/2003	20	19	N	05/01/2000	0.5
19283789237	37	YELLOW FEVER	SCL	SCLAVO, INC.	12/02/2003	100	100	N	12/03/2000	0
1194444	50	DTaP-HB	MSD	MERCK AND CO.	06/26/2004	39	40	Y	06/30/2001	0.5
1213344	50	DTaP-HB	NYB	NEW YORK BLOO	01/01/2000	100	100	Y	01/01/2001	0.05


Figure 64: Vaccine Inventory screen and example of a “red” expired vaccine

Print an Inventory report

The Inventory report can be used to compare a providers actual (physical) vaccine count, expiration dates, lot codes etc. with the inventory accounted for in the report.

To print an Inventory Report:

Note: Adobe Acrobat Reader is needed to view and print an Inventory. If your computer does not have Acrobat Reader, please visit: www.adobe.com to download a free version of Acrobat Reader. If you have trouble with this download, please contact the USIIS HelpLine 801-538-3440 or 800-678-3440.

1. Click on the **Inventory Report** button (on the upper right side of screen). The report will appear first in your web browser and then open in Adobe Acrobat.
2. Once the Inventory Report downloads from Adobe Acrobat, click on the print icon  to print the report. Once the report has printed, close Acrobat to return to the Vaccine Inventory screen.

Adjusting the Vaccine Inventory

This screen is helpful to ensure a provider's physical inventory matches with the inventory entered into the database. If discrepancies are found between the physical inventory and the inventory entered into the database, you are able to correct the amount.

To adjust a vaccine currently in the inventory:

1. Click on the **Inventory** screen tab. The Inventory screen will appear.
2. Use the scroll bar to locate the vaccine you want to adjust.
3. Click in the cell of the vaccine to be adjusted. The **Vaccine Inventory Adjustment** screen will appear with the information of the vaccine you selected.

Lot Number	Vaccine Code	Vaccine	Manuf ID	Manufacturer	Exp. Date
TESTLOT	9	Td (ADULT)	MSD	MERCK AND CO.,	10/03/20
uo375aa	1	DTP	CON	CONNAUGHT (INA	07/01/20
abcde	1	DTP	WAL	WYETH-LAYERST 0	01/01/20
12313	20	DTaP	MSD	MERCK AND CO.,	06/06/20
12313	20	DTaP	MSD	MERCK AND CO.,	06/06/20
1235	20	DTaP	MSD	MERCK AND CO.,	06/06/20

Click in the cell that has the vaccine that needs inventory adjustment

Figure 65: Selecting a vaccine for inventory adjustment

4. Adjust the vaccine information by clicking in the field you want to change and typing in the new information.

Vaccine Inventory Adjustment

Lot Number: 1235 Manufacturer: MSD Vaccine: DTaP Expiration Date: 06/06/2003 New
 Manufacturer: MSD Vaccine: DTaP VMS Version Date: 06/06/2003 Save
 Doses in Shipment: 22 2nd VMS Date: Reset
 Doses Given: 1 Dosage: 0.5 VFC: Yes Delete

Extra Doses: 0 Number of doses in excess of what was said to exist in the shipment.
 Under Doses: 0 Number of doses short of what was said to exist in the shipment.
 Shared Doses: 0 Number of doses shared or given to another provider.
 Wasted Doses: 0 Number of doses that has been wasted or otherwise deemed unusable.
 Other Adjustment: 0 It is not known why the computer inventory does not match actual inventory. Enter in an adjustment factor (+ or -) to bring the inventory into balance.
 Doses Left: 41 The NUMBER OF DOSES LEFT is calculated as follows: (Doses in the shipment + Extra Doses + Other Adjustments MINUS (Doses Given + Under Doses + Shared)

Enter the quantities to add or subtract from the inventory

Figure 66: Vaccine Inventory Adjustment screen

5. If you have made a mistake, click on the **Reset** to clear all unsaved fields.
6. After you have completed the vaccine adjustment(s), click on the **Save** button.

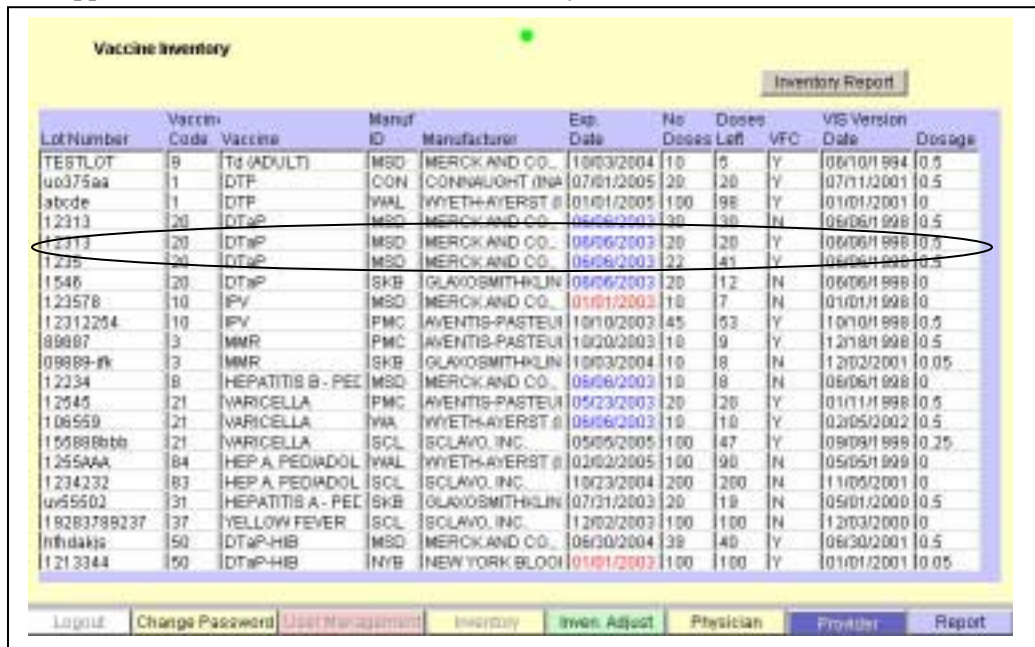
Deleting a vaccine from the Inventory

To delete a vaccine from the inventory:

If a vaccine has zero left in the inventory, has expired or if an entry is incorrect, you may want to delete the particular vaccine inventory.

***Note:** When you delete a vaccine inventory, it will not remove any shots that have been saved into a patient's record.*

1. Click on the **Inventory** tab. The Inventory screen will appear.
2. Use the scroll bar to locate the vaccine you want to delete.
3. Click in the cell of the vaccine to be deleted. The **Vaccine Inventory Adjustment** screen will appear with the information of the vaccine you selected in the fields.



Lot Number	Vaccine Code	Vaccine	Manuf ID	Manufacturer	Exp. Date	No Doses	Doses Left	VFC	VIS Version	Version	Dosage
TESTLOT	8	Td (ADULT)	MSD	MERCK AND CO.	10/03/2004	10	5	Y	06/10/1994	0.5	
uo375aa	1	DTP	CON	CONNAUGHT (INA)	07/01/2005	20	20	Y	07/11/2001	0.5	
abcde	1	DTP	WAL	WYETH-AYERST	01/01/2005	100	98	Y	01/01/2001	0	
12313	20	DTaP	MSD	MERCK AND CO.	06/06/2003	20	20	N	06/06/1998	0.5	
12313	20	DTaP	MSD	MERCK AND CO.	06/06/2003	20	20	Y	06/06/1998	0.5	
12313	20	DTaP	MSD	MERCK AND CO.	06/06/2003	22	21	Y	06/06/1998	0.5	
1546	20	DTaP	SKB	GLAXOSMITHKLIN	06/06/2003	20	12	N	06/06/1998	0	
123578	10	IPV	MSD	MERCK AND CO.	01/01/2003	10	7	N	01/01/1998	0	
12312204	10	IPV	PMC	AVENTIS-PASTEUR	10/10/2003	145	53	Y	10/10/1998	0.5	
89887	3	MNR	PMC	AVENTIS-PASTEUR	10/03/2003	10	9	Y	12/18/1998	0.5	
09889-jfk	3	MNR	SKB	GLAXOSMITHKLIN	10/03/2004	10	8	N	12/02/2001	0.05	
12234	8	HEPATITIS B - PEE	MSD	MERCK AND CO.	06/06/2003	10	8	N	06/06/1998	0	
12545	21	VARICELLA	PMC	AVENTIS-PASTEUR	05/23/2003	20	20	Y	01/11/1998	0.5	
106559	21	VARICELLA	WAL	WYETH-AYERST	06/06/2003	10	10	Y	02/05/2002	0.5	
155886bb	21	VARICELLA	SCL	SCLAVO, INC.	05/05/2005	100	47	Y	09/09/1998	0.25	
1255AA	84	HEP A, PEDIADOL	WAL	WYETH-AYERST	01/02/2005	100	90	N	05/05/1999	0	
1234232	83	HEP A, PEDIADOL	SCL	SCLAVO, INC.	10/23/2004	200	200	N	11/05/2001	0	
uw5502	31	HEPATITIS A - PEE	SKB	GLAXOSMITHKLIN	07/31/2003	20	18	N	05/01/2000	0.5	
18283788237	37	YELLOW FEVER	SCL	SCLAVO, INC.	12/02/2003	100	100	N	12/03/2000	0	
1110443	50	DTaP-HB	MSD	MERCK AND CO.	06/30/2004	38	40	Y	06/30/2001	0.5	
1213344	50	DTaP-HB	NYB	NEW YORK BLOO	01/01/2003	100	100	Y	01/01/2001	0.05	

Figure 67: Click in the cell of the vaccine to delete



Vaccine Inventory Adjustment			
Lot Number:	12313	Manufacturer:	MSD
Vaccine:	DTaP	Exp. Date:	06/06/2003
Doses in Inventory:	20	Initial VFC Date:	06/06/1998
Doses Left:	20	Storage:	MS
Extra Doses:	0	Under Doses:	0
Shared Doses:	0	Wasted Doses:	0
Other Adjustment:	0	Doses Left:	0

Figure 68: An example of vaccine information in the Vaccine Adjustment Screen

4. Click on the the **Delete** button. The dialog box in Figure 69 will appear to make sure you want to delete the vaccine from the inventory.
 - Click **Yes** to delete.
 - Click **No** to return to the Vaccine Inventory Adjustment screen.

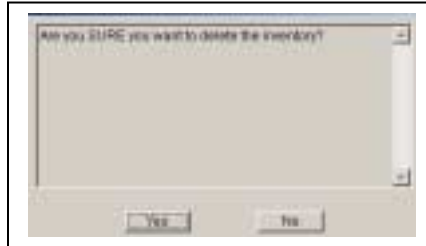


Figure 69: Option to delete or not

5. The box in Figure 70 will appear after a successful deletion.

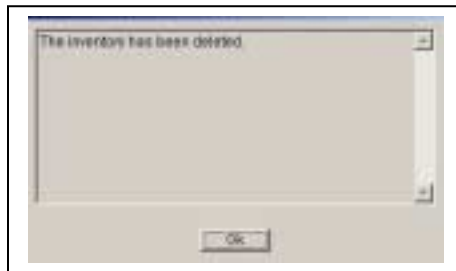


Figure 70: Example of a successful deletion

Section 3: The Change Password Screen

This screen allows your administrator to change your login password. This will only change the password of the person who logged into WebKIDS.



The screenshot shows a web interface titled "Change Your Password" on a yellow background. It features three text input fields labeled "Old Password", "New Password", and "Retype New Password". Below these fields are two buttons: "Update" and "Reset". At the bottom of the screen is a navigation bar with several buttons: "Logout", "Change Password", "User Management", "Inventory", "Inven. Adjust", "Physician", "Provider", and "Report". The "Change Password" button is highlighted in pink.

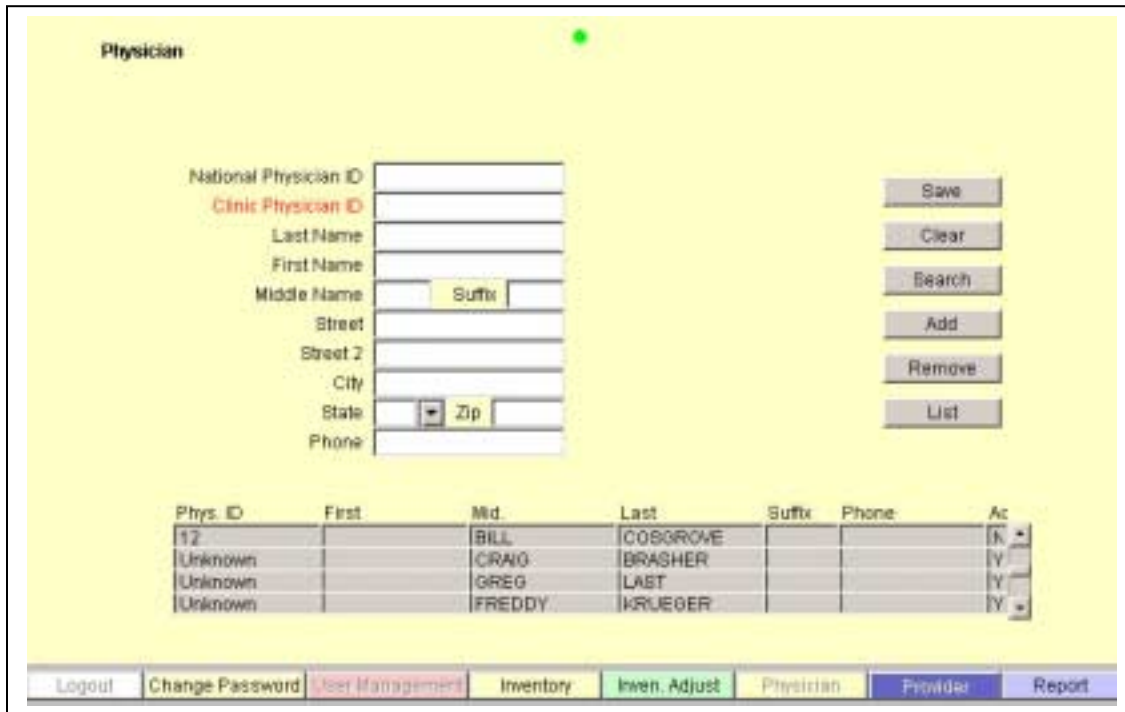
Figure 71: Change password screen

To change your password:

1. Type the current password in the **Old Password** field. (This is a case sensitive field.)
2. Type the new password in the **New Password** field. (This is a case sensitive field.)
3. Retype the new password in the **Retype New Password** field. (This is a case sensitive field.)
4. Click the **Update** button to change the password.
5. If you make a mistake, click the **Reset** button to start over. This only for works for information not yet saved (updated).

Section 4: The Physician Screen

The Physician screen is used to enter physician information for a clinic, like the Comment and Physician screen, both screens track physician information into the USIIS database.



Phys. ID	First	Mid.	Last	Suffix	Phone	Ac
112		BILL	COSGROVE			IV
Unknown		CRAIG	BRASHER			IV
Unknown		GREG	LAST			IV
Unknown		FREDDY	KRUEGER			IV

Figure 72: The Physician screen

Search Button

To search for a physician within the provider database:

1. In the fields, enter the physician's information (for example: physician's name, phone number etc.).
2. Click on the **Search** button.
3. The physician(s) that fits the criteria given will appear in a summary form in the gray cells.
4. Click in the cell of the physician you searched for and that physician's information will appear in the white fields.
5. Click on the **Clear** button to clear the fields.

Editing Physician Information

To edit a Physician's information

Note: Make sure you have assigned a Clinic Physician ID (located in the red field) to each physician.

1. Click in the cell of the physician you want to edit and that physician's information will appear in the white fields.
2. Enter the changes to the information and click on the **Save** button to save the changes.

List Button

To view the entire list of Physicians within your clinic:

Note: If you have more than 25 physicians in listed for your clinic it is not recommended that you use the List button to search for a physician.

1. Click the **List** button. This will list each physician for your particular clinic in the gray cells.
2. Click in the cell of the physician to view the information in the white fields.

Save Button

To save a Physician's information

1. When making changes or creating a new entry, click on the **Save** button to save the new information.

Clear Button

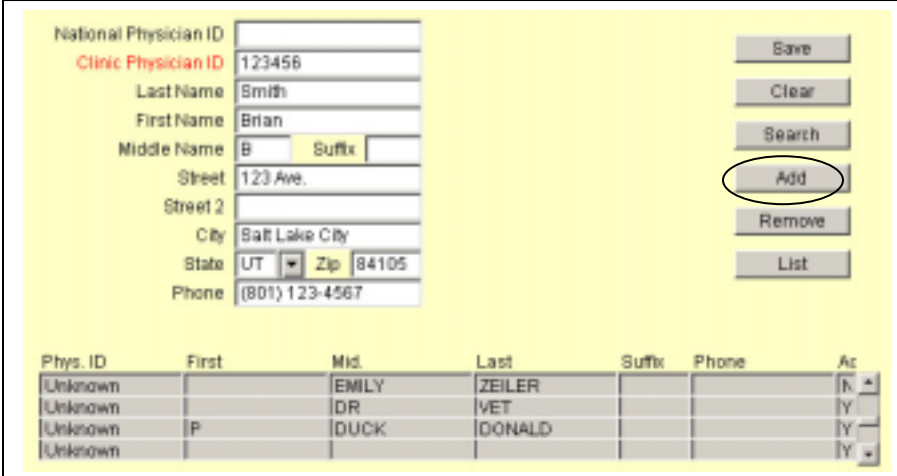
To clear the fields:

1. Click on the **Clear** button to clear the information in the white fields.

Add Button

To add a new Physician:

1. Enter the Physician information in the appropriate fields.



Phys. ID	First	Mid.	Last	Suffix	Phone	Ac
Unknown		EMILY	ZEILER			N
Unknown		DR	VET			Y
Unknown	P	DUCK	DONALD			Y
Unknown						Y

Figure 73: Entering physician information

2. Click on the **Add** button to save the information.
3. The summary of the newly added Physician will appear in the gray cells below.

Remove Button

To remove a Physician's information:

1. Click in the cell of the physician you want to remove. The Physician information will appear in the fields.
2. Click on the **Remove** button and the dialog box "Physician removed successfully" will appear, click on **Ok**.

Section 5: Clinic Reports Screen

The Clinic Reports screen has four different types of reports to view and print:

1. Clinic History
2. Doses Administered
3. Reminder-recall Summary
4. Batch Forecast

Note: Adobe Acrobat Reader is required to view and print any reports. If you do not have Acrobat Reader, please visit: www.adobe.com to download a free version of Acrobat Reader. If you have trouble with this download, please contact the USIIS HelpLine 801-538-3440 or 800-678-3440.



Figure 74: The Report screen


Clinic History Report

The Clinic History Report screen allows users to organize a report by immunization dates, vaccine type, vaccine series and patient name.



Figure 75: Clinic History Report

To generate a report:

1. In the “**from**” field, enter the date range at which the search should begin in (mmddyyyy format).
2. In the “**to**” field, enter the date at which the report should end (mmddyyyy format.)
3. Select the how the report should be sorted by clicking in the appropriate radio button.
4. Select **PDF** or **HTML**. (The radio button defaults to PDF format. Select **PDF format** if you would like to print the report. Or select **HTML format** if you only want to view the report in your web browser.)
5. Click on the **Run Report** button.
6. If you selected PDF format, the report will download from Adobe Acrobat. Once it finishes downloading, click on the print icon  in Adobe Acrobat to print the report.
7. Close Acrobat and go back to the **Clinic History Report** screen when you are finished.

Doses Administered Report

This report has two main criteria:

1. Date Range or
2. Quarter

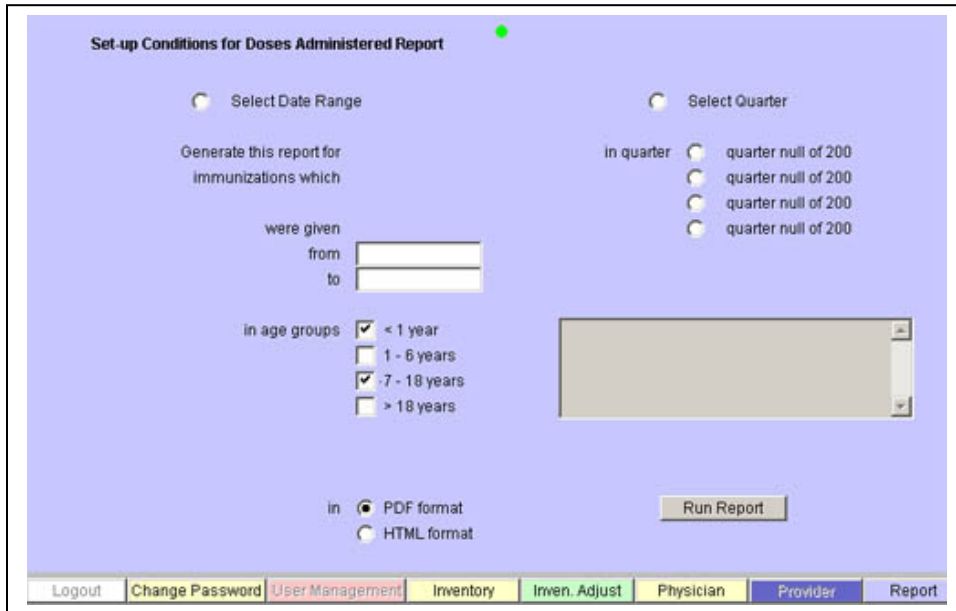



Figure 76: Doses Administered report screen


Report by Date Range

By selecting the Date Range for Doses Administered Report, the report will NOT be submitted to Immunization Program of the Utah Department of Health. In addition, age groups may be specified.

1. On the left side of the screen, select the **Select Date Range** radio button.
2. In the **from** field, enter the date range the search should be begin (mmddyyyy format).
3. In the **to** field, enter the date at which the report should end (mmddyyyy format).
4. Select the age groups to be included in the report by checking the box beside the age group. More than one may be selected.
5. Select **PDF** or **HTML**. (The radio button defaults to PDF format. Select **PDF format** if you would like to print the report. Or select **HTML format** if you only want to view the report in your web browser.)
6. Click on the **Run Report** button.
7. If you selected PDF format, the report will download from Adobe Acrobat. Once it finishes downloading, click on the print icon  in Adobe Acrobat to print the report.
8. Close Acrobat to go back to the **Doses Administered Report** screen when you are finished.

Report by Quarter

When you select dates by quarter, you will be electronically submitting your Doses Administered Report to Immunization Program of Utah, in addition ALL the age groups will automatically be submitted.

1. On the right side of the screen, click in the **Select Quarter** radio button
2. Click in the radio button to select the particular Quarter you would like to view and print.
3. Select **PDF** or **HTML**. (The radio button defaults to PDF format. Select **PDF format** if you would like to print the report. Or select **HTML format** if you only want to view the report in your web browser.)
4. Click on the **Run Report** button.
5. If you selected PDF format, the report will download from Adobe Acrobat. Once it finishes downloading, click on the print icon  in Adobe Acrobat to print the report.
6. Close Acrobat to go back to the **Doses Administered Report** screen when you are finished.

Reminder-Recall Summary report

This report allows users to generate a patient reminder list for shots that are due according to the due dates that the user entered.

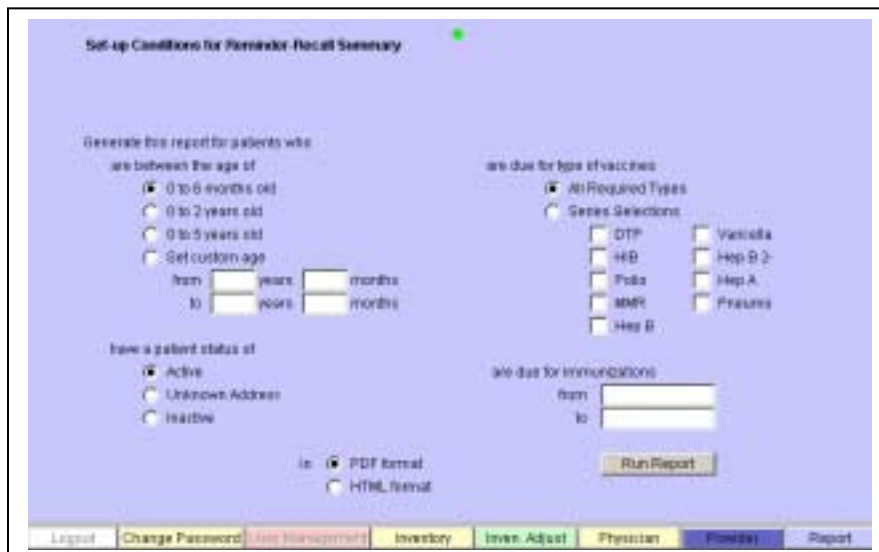



Figure 77: Reminder-Recall Summary screen

To generate a Reminder-Recall Summary report:

1. On the left side of the screen, enter the **age group** by clicking in the appropriate radio button or by typing in the number of year(s) and month(s) old to select a **custom age** group.
2. Select the appropriate **patient status** radio button.
3. On the right side of the screen, select the **vaccine type(s)** by checking the appropriate boxes.

4. Enter the **date range** by typing in the date (mmddyyy format) to begin and end the report.
Note: These dates must be for future dates for immunizations that are due.
5. Select **PDF** or **HTML**. (The radio button defaults to PDF format. Select **PDF format** if you would like to print the report. Or select **HTML format** if you only want to view the report in your web browser.)
6. Click on the **Run Report** button.
7. If you selected PDF format, the report will download from Adobe Acrobat. Once it finishes downloading, click on the print icon  in Adobe Acrobat to print the report.
8. Close Acrobat to go back to the **Reminder-Recall Summary report** screen when you are finished.

The Batch Forecast Report

A Batch Forecast is a report that is based on Patient ID's. It finds each forecast for every Patient ID entered into this screen.



Figure 78: Batch Forecast report screen

Batch Forecast Report

1. On the first line, type in the **Patient ID** number.
2. Tab into the next line to enter the next Patient ID number. Enter as many as you want reports for. Use the scroll bar if you need more lines to type in.

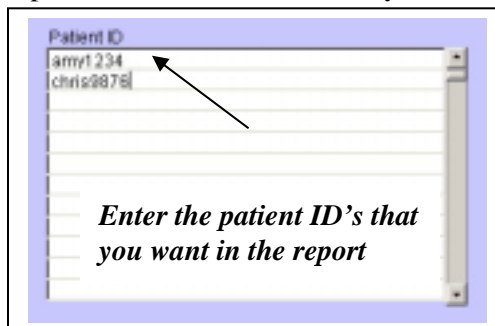



Figure 79: An example of a Batch ID forecast entry

3. Select **PDF** or **HTML**. (The radio button defaults to PDF format. Select **PDF format** if you would like to print the report. Or select **HTML format** if you only want to view the report in your web browser.)
4. Click on the **Run Report** button.
5. If you selected PDF format, the report will download from Adobe Acrobat. Once it finishes downloading, click on the print icon  in Adobe Acrobat to print the report.
6. Close Acrobat to go back to the **Batch Forecast Report** screen when you are finished.

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Office of Vital Records and Statistics
USIIS Program
Box 142001
Salt Lake City, UT
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HelpLine:
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Web Site:
www.usiis.org

Utah Statewide Immunization Information System

